Accounts Payable Basics – Logistics Invoice Verification Process

The AASIS Reporting Handbook

The AASIS Reporting Handbook
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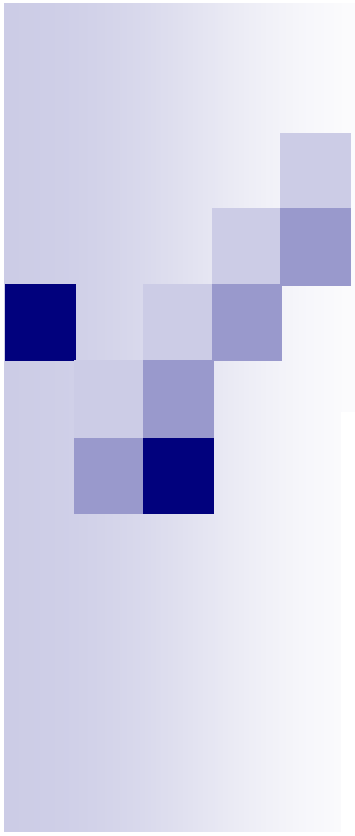


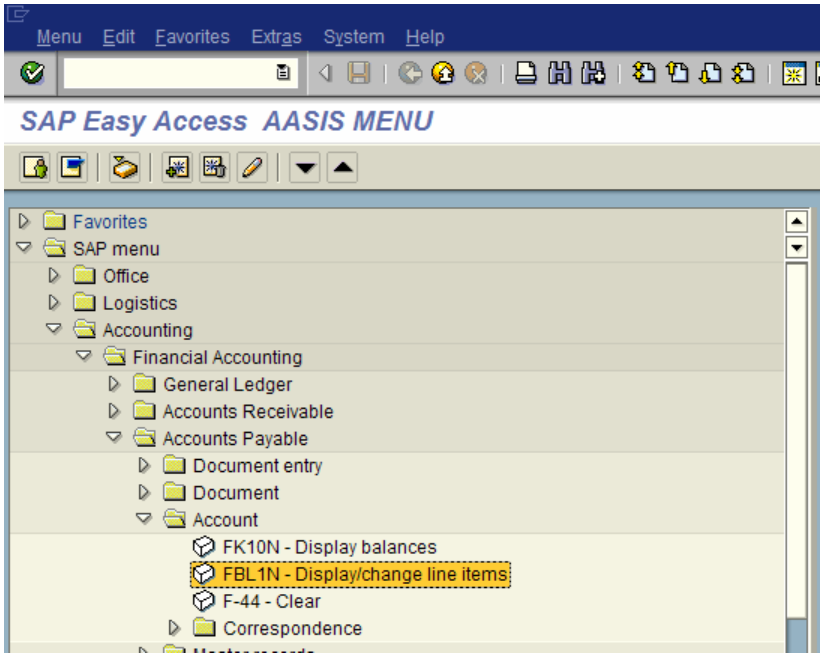
Accounts Payable Basics – Logistics Invoice Verification Process

Accounts Payable Reporting

Accounts Payable Basics Invoice Verification Process
Reporting Handbook
AP Reporting

Vendor Line Item Display Report FBL1N

FBL1N can be used to display all transactions to a particular vendor. Selection for an agency without limiting the vendor selection causes the report to run very slowly. Vendor selection is recommended.

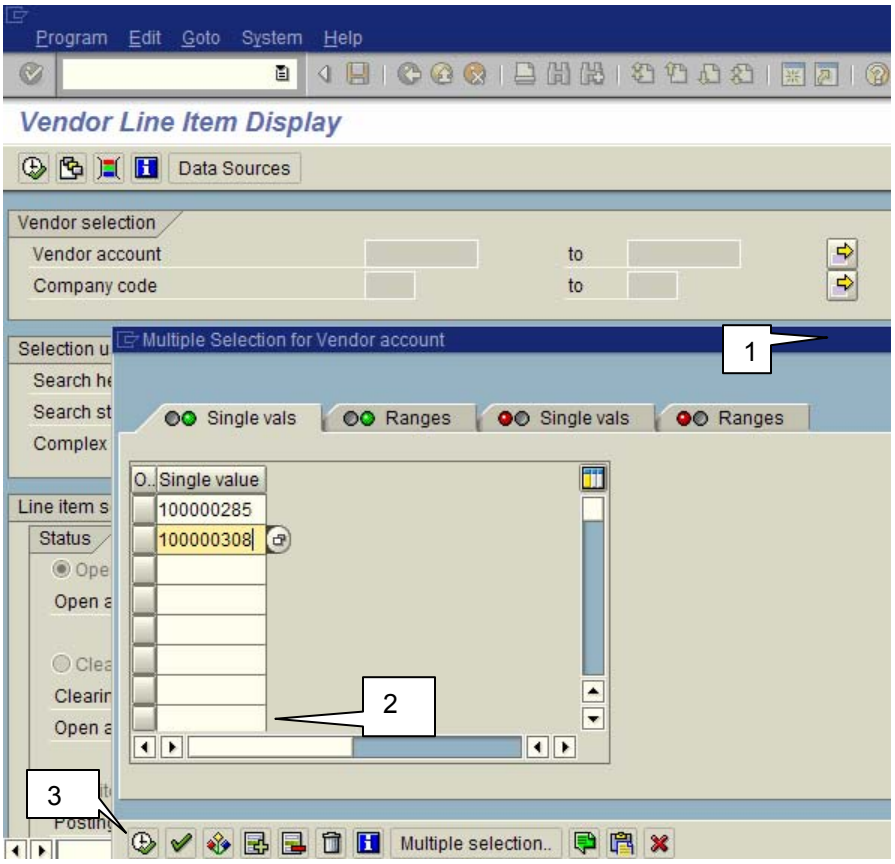


Selecting the Report

Select the vendor/s that you wish to view.

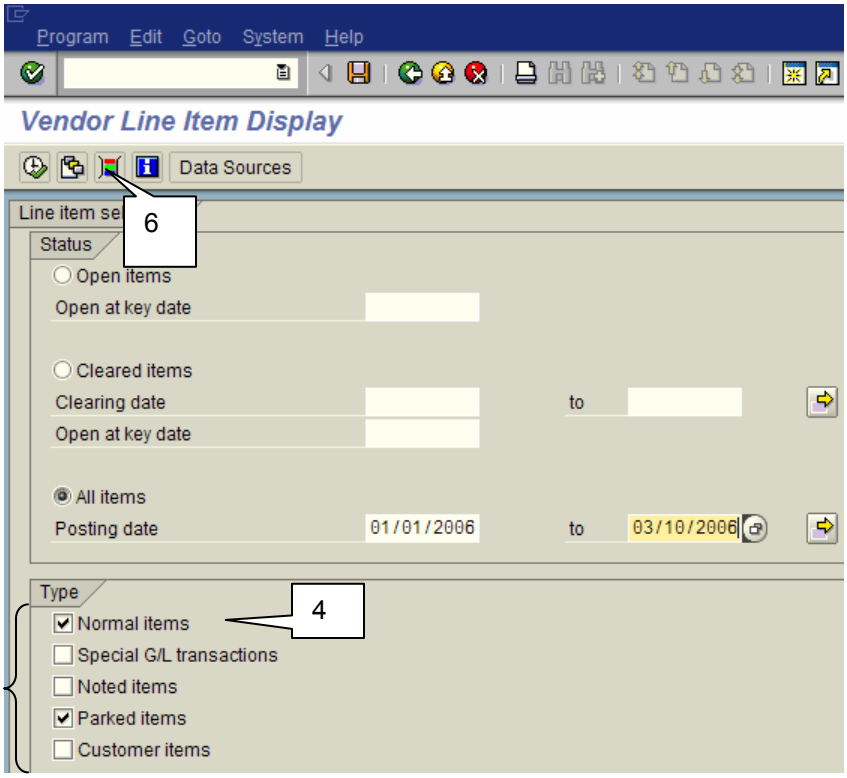
1. In this example, the multiple selection feature was used to pull in more than one vendor.
2. Type in the vendors that you wish to display.
3. Click the “Execute” icon.

Scroll down to continue the selection process.

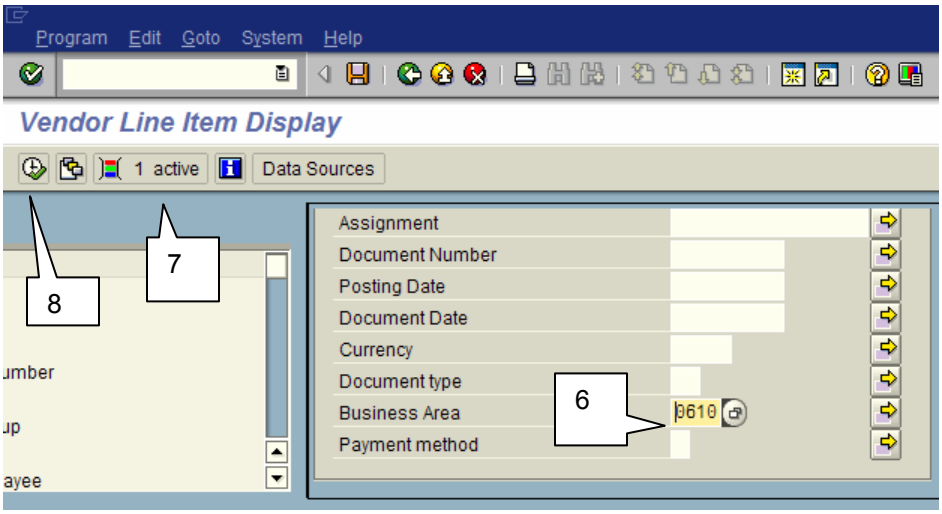


In the “Line item selection” area, the report can be run to display just Open items, just Cleared items or All items. You must select “cleared” and “all” items by date.

4. Choose Normal items and Parked items.
5. Click the “dynamic selection” icon to specify your business area.



6. Enter your business area and make any other desired selections. Press the enter key on your keyboard.
7. The report now shows one dynamic selection active.
8. Execute to continue.



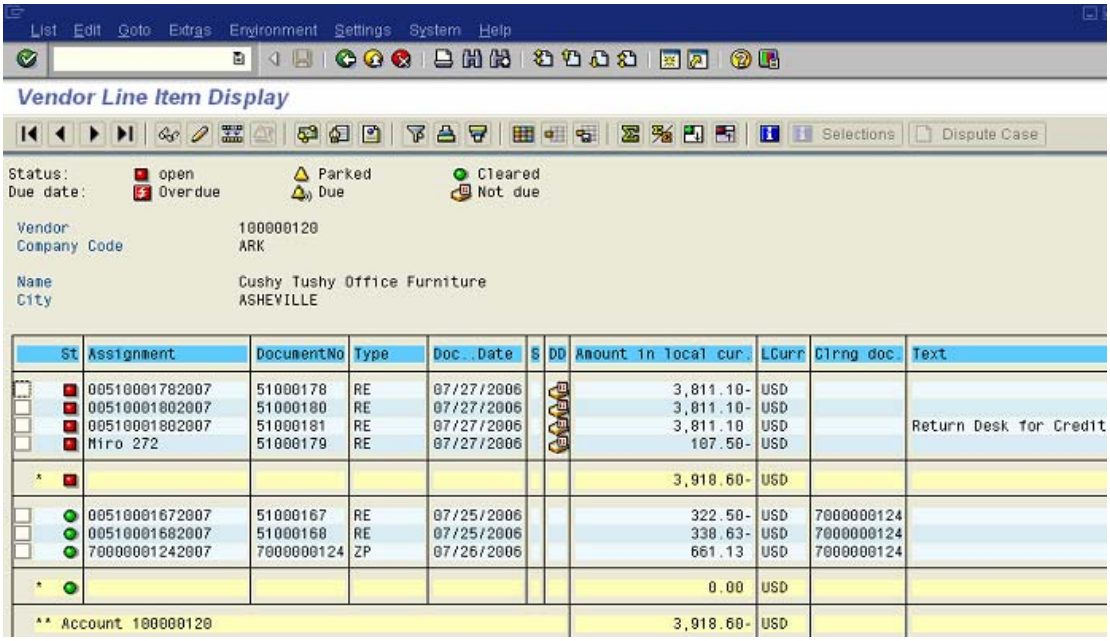
Viewing the Report

A document type of “KR” indicates that the invoice was created from FB60.

Document type “RE” indicates that the invoice was created from MIRO.

You can locate errors where document type “KR” (FB60) was used to pay for goods/services that were purchased on a purchase order. For example, while investigating, you notice that a vendor invoice for $78,000.00 was posted with Document type “KR” (FB60). You know that invoice should have been posted for by the transaction (MIRO) because the purchase was done through the procurement process.

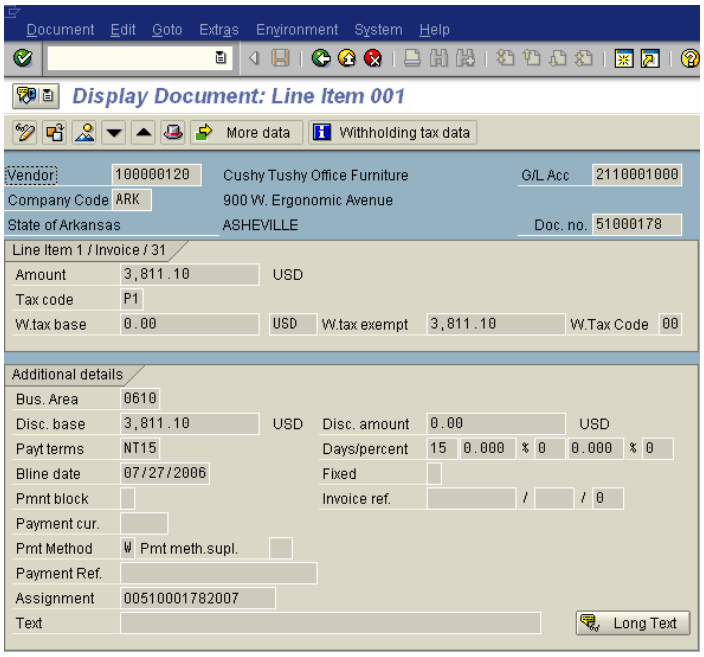
This report also has drill-down capability.



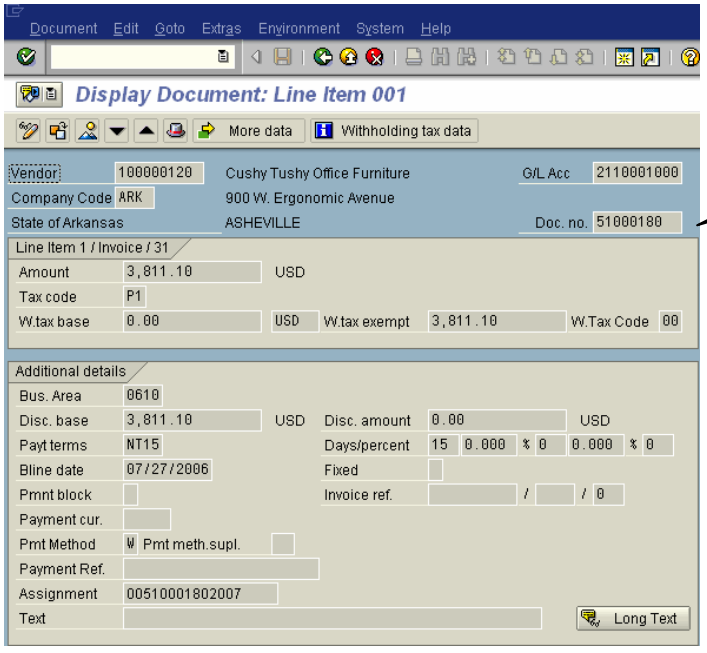
St	Assignment	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	LCurr	Clrng doc.	Text
	00510001782007	51000178	RE	07/27/2006			3,811.10-	USD		
	00510001802007	51000180	RE	07/27/2006			3,811.10-	USD		
	00510001802007	51000181	RE	07/27/2006			3,811.10	USD		Return Desk for Credit
	Miro 272	51000179	RE	07/27/2006			107.50-	USD		
*							3,918.60-	USD		
	00510001672007	51000167	RE	07/25/2006			322.50-	USD	7000000124	
	00510001682007	51000168	RE	07/25/2006			338.63-	USD	7000000124	
	70000001242007	7000000124	ZP	07/26/2006			661.13	USD	7000000124	
*							0.00	USD		
** Account 100000120							3,918.60-	USD		

Double-click a line to view the document that created the line.

Click the down arrow to view the document that created the next line.



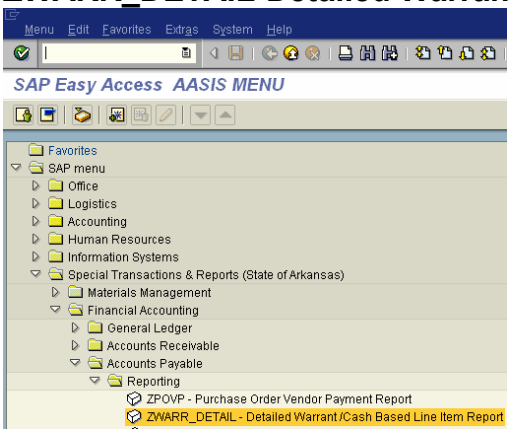
Doc. # 51000178



Doc. # 51000180

You can keep clicking the down arrow until you have viewed all the documents.

ZWARR_DETAIL-Detailed Warrant/ Cash Based Line Item Report



This is the report to run to see cash based expenditures. This means that the expenditures are counted when the check is written or the warrant is cut or the money is transferred.

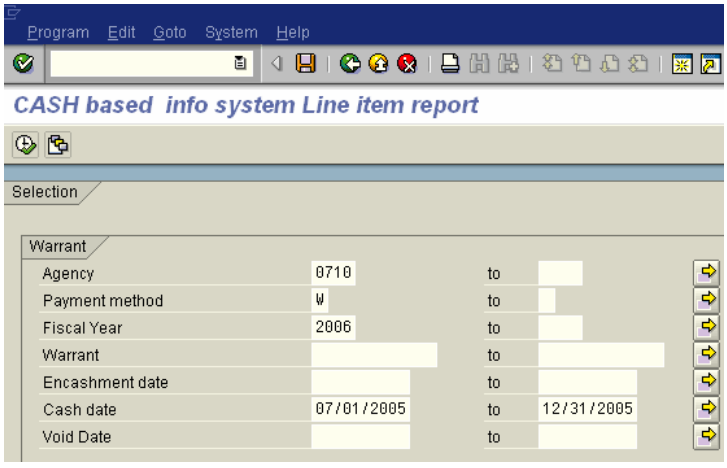
As well as being a line item list of expenditures for budget, this report can also be used to list payments to vendors.

Selecting the Report

This report has many selection options. The minimum amount of information to be entered for a report is business area and cash date range. Use the other fields to narrow the report selections down as desired.

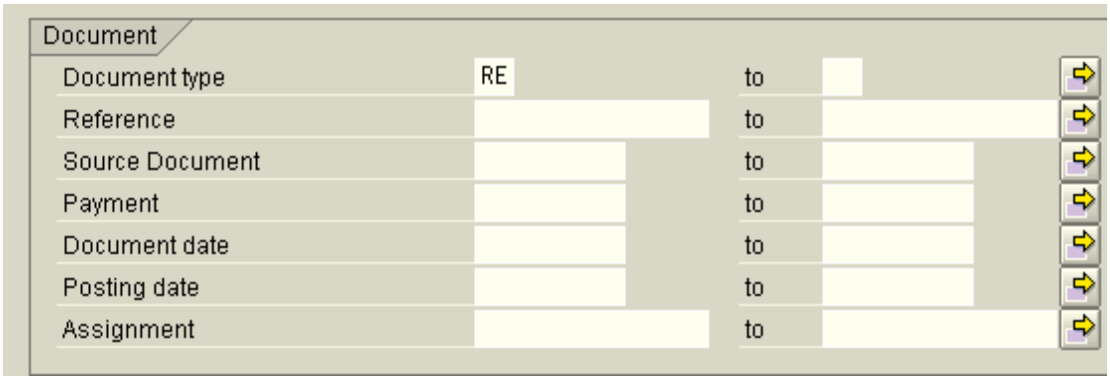
Warrant Section:

Select by Agency, Payment method, Fiscal Year, Warrant Number, Encashment date (date the warrant was cashed) and Cash Date (the date of payment), or Void Date (the date the warrant was voided).



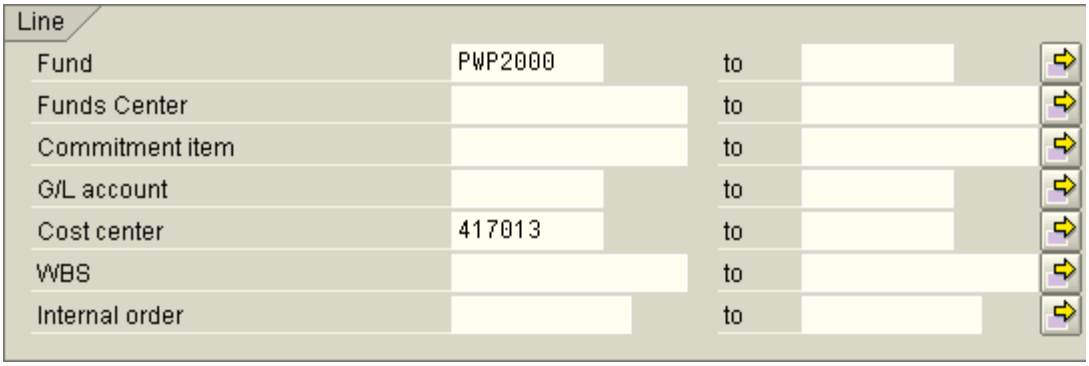
Document section:

Select by Document type, Reference, Source Document, Payment number, Document date, Posting date, or Assignment.



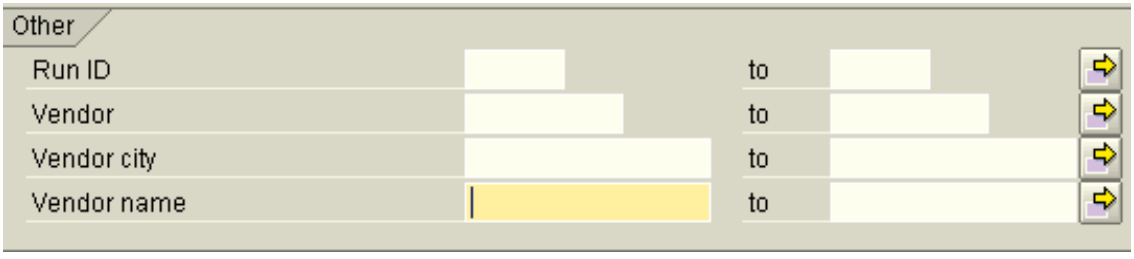
Line section:

Select by Fund, Funds Center, Commitment item, GL account, Cost center, WBS element, or Internal order.



Other section:

Select by Run ID, Vendor, Vendor city, or Vendor name.

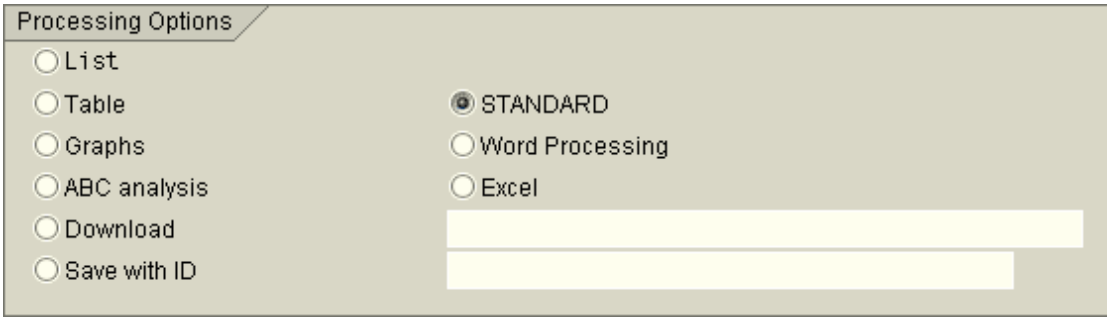


Handling Voided Warrants section:

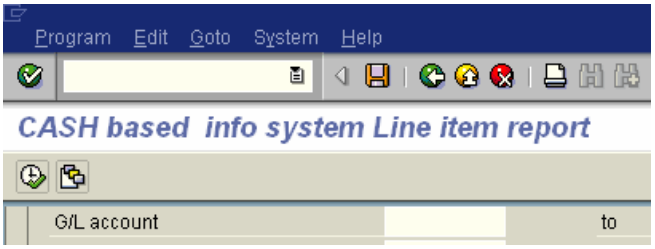
Select No void Warrants, Void and Normal Warrants together, or Only Voided Warrants.

Processing Options section:

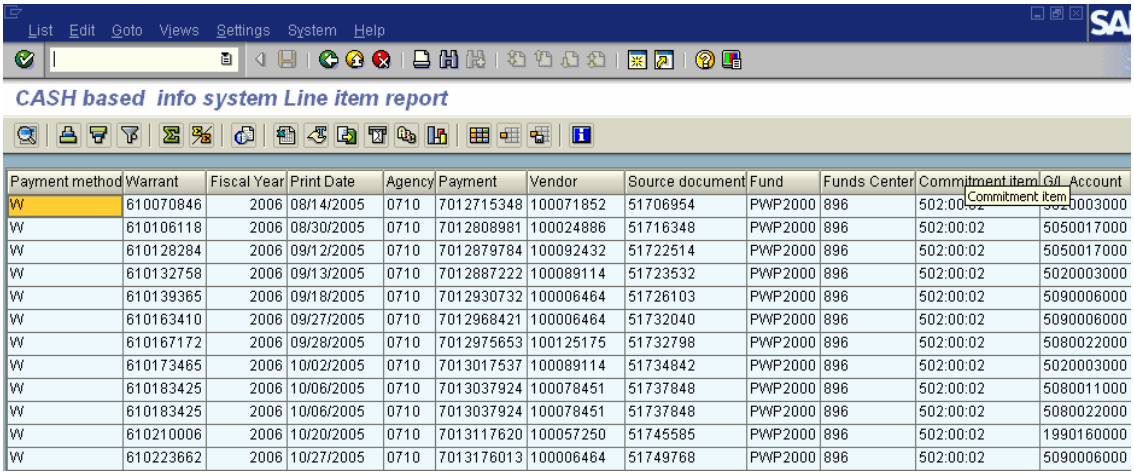
Choose the output as desired—List, Table, Graphs, ABC analysis, Download, Save with ID, STANDARD, Word Processing, or Excel.



When the desired selections have been made, click the Execute button.



Viewing the Report

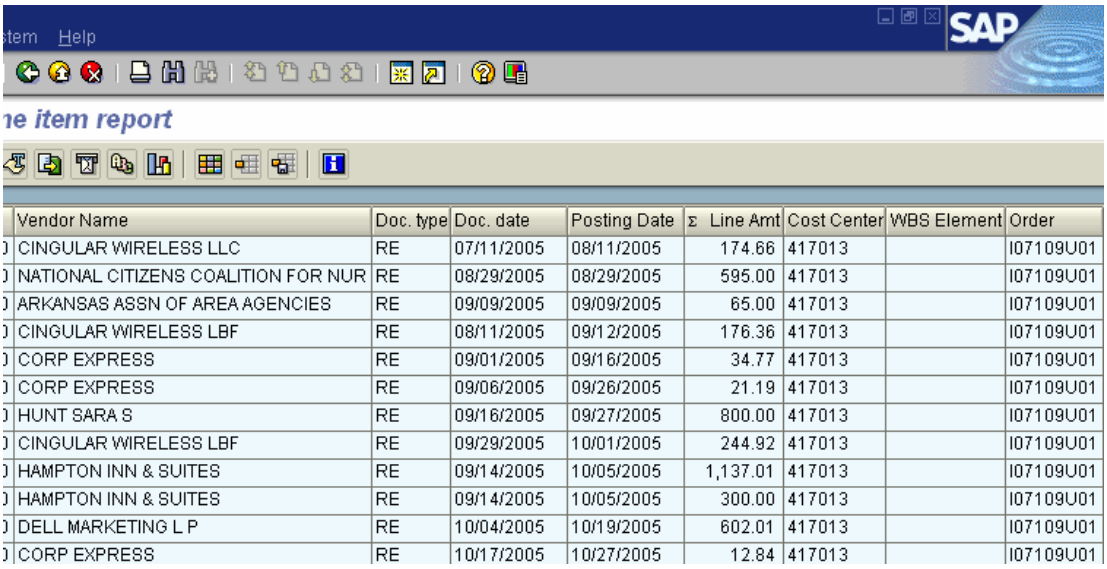


List Edit Goto Views Settings System Help

CASH based info system Line item report

Payment method	Warrant	Fiscal Year	Print Date	Agency	Payment	Vendor	Source document	Fund	Funds Center	Commitment item	G/L Account
W	610070846	2006	08/14/2005	0710	7012715348	100071852	51706954	PWP2000	896	502:00:02	5020003000
W	610106118	2006	08/30/2005	0710	7012808981	100024886	51716348	PWP2000	896	502:00:02	5050017000
W	610128284	2006	09/12/2005	0710	7012879784	100092432	51722514	PWP2000	896	502:00:02	5050017000
W	610132758	2006	09/13/2005	0710	7012887222	100089114	51723532	PWP2000	896	502:00:02	5020003000
W	610139365	2006	09/18/2005	0710	7012930732	100006464	51726103	PWP2000	896	502:00:02	5090006000
W	610163410	2006	09/27/2005	0710	7012968421	100006464	51732040	PWP2000	896	502:00:02	5090006000
W	610167172	2006	09/28/2005	0710	7012975653	100125175	51732798	PWP2000	896	502:00:02	5080022000
W	610173465	2006	10/02/2005	0710	7013017537	100089114	51734842	PWP2000	896	502:00:02	5020003000
W	610183425	2006	10/06/2005	0710	7013037924	100078451	51737848	PWP2000	896	502:00:02	5080011000
W	610183425	2006	10/06/2005	0710	7013037924	100078451	51737848	PWP2000	896	502:00:02	5080022000
W	610210006	2006	10/20/2005	0710	7013117620	100057250	51745585	PWP2000	896	502:00:02	1990160000
W	610223662	2006	10/27/2005	0710	7013176013	100006464	51749768	PWP2000	896	502:00:02	5090006000

Report lists Payment method, Warrant number, Fiscal Year, Posting Date, Agency number Payment number, Vendor account number, Source document number, Fund, Funds Center, Commitment Item, and GL Account. Scroll over to view more fields.



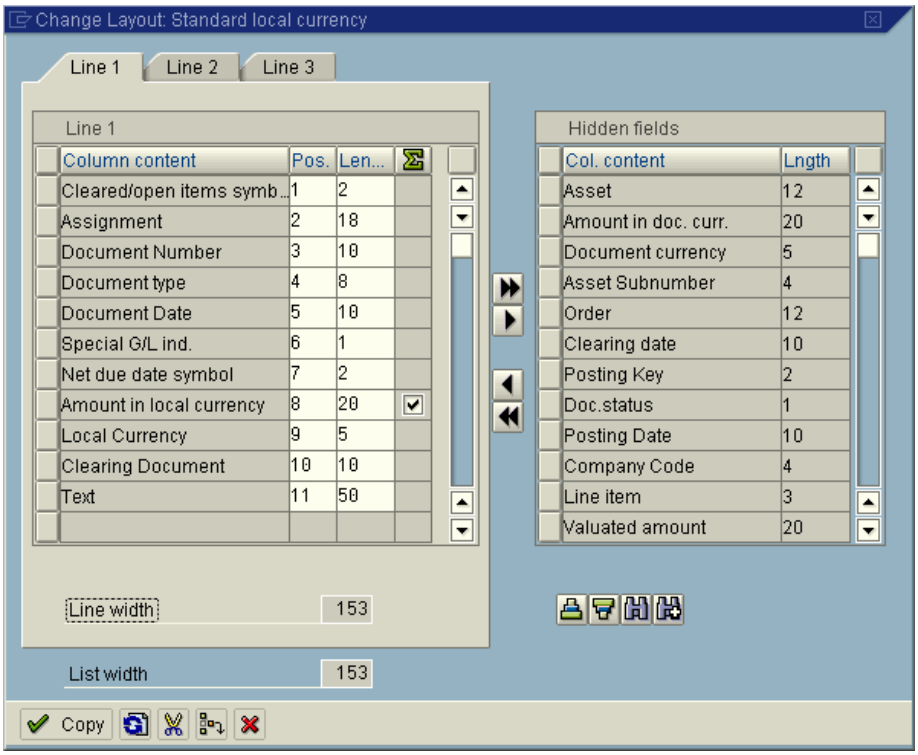
tem Help

ne item report

	Vendor Name	Doc. type	Doc. date	Posting Date	Σ Line Amt	Cost Center	WBS Element	Order
]	CINGULAR WIRELESS LLC	RE	07/11/2005	08/11/2005	174.66	417013		I07109U01
]	NATIONAL CITIZENS COALITION FOR NUR	RE	08/29/2005	08/29/2005	595.00	417013		I07109U01
]	ARKANSAS ASSN OF AREA AGENCIES	RE	09/09/2005	09/09/2005	65.00	417013		I07109U01
]	CINGULAR WIRELESS LBF	RE	08/11/2005	09/12/2005	176.36	417013		I07109U01
]	CORP EXPRESS	RE	09/01/2005	09/16/2005	34.77	417013		I07109U01
]	CORP EXPRESS	RE	09/06/2005	09/26/2005	21.19	417013		I07109U01
]	HUNT SARA S	RE	09/16/2005	09/27/2005	800.00	417013		I07109U01
]	CINGULAR WIRELESS LBF	RE	09/29/2005	10/01/2005	244.92	417013		I07109U01
]	HAMPTON INN & SUITES	RE	09/14/2005	10/05/2005	1,137.01	417013		I07109U01
]	HAMPTON INN & SUITES	RE	09/14/2005	10/05/2005	300.00	417013		I07109U01
]	DELL MARKETING L P	RE	10/04/2005	10/19/2005	602.01	417013		I07109U01
]	CORP EXPRESS	RE	10/17/2005	10/27/2005	12.84	417013		I07109U01

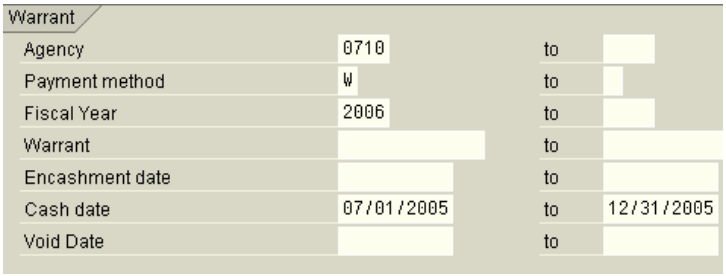
You can view Vendor Name, Document type, Document date, Posting date, Line amount, Cost Center, WBS Element, and Internal Order. More display fields are available by clicking the layout button.

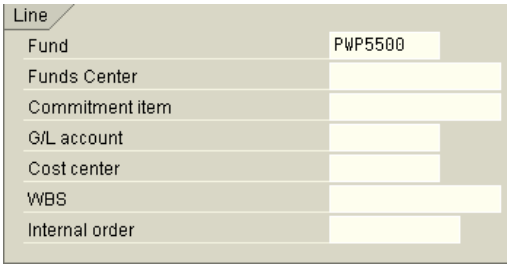
You may select items from the hidden fields column and move them to the displayed fields column to find more information.

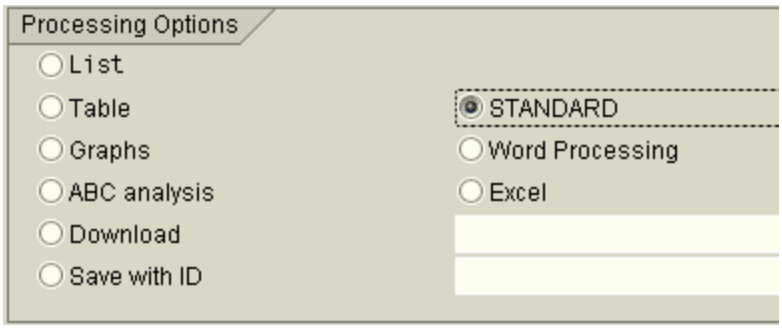


Example:

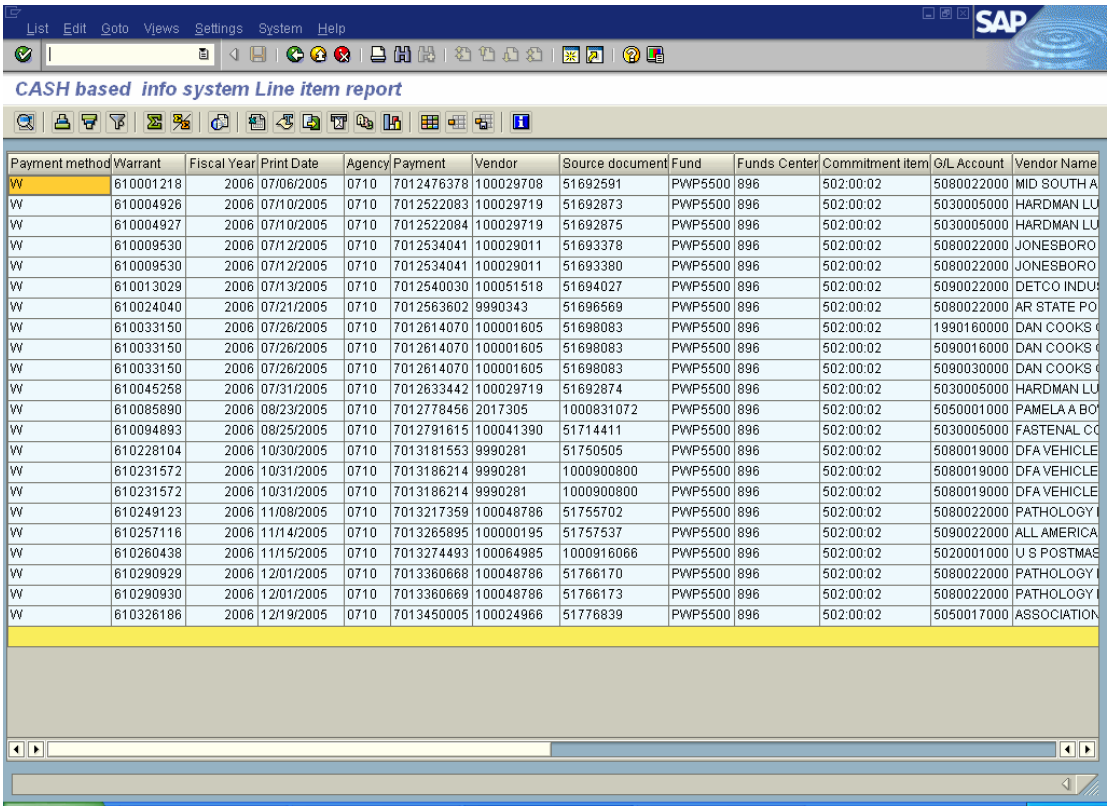
DHHS Accountants want to view voided warrants and the void reason code for fund PWP5500 issued in the first half of FY 2006. They should make the following selection:





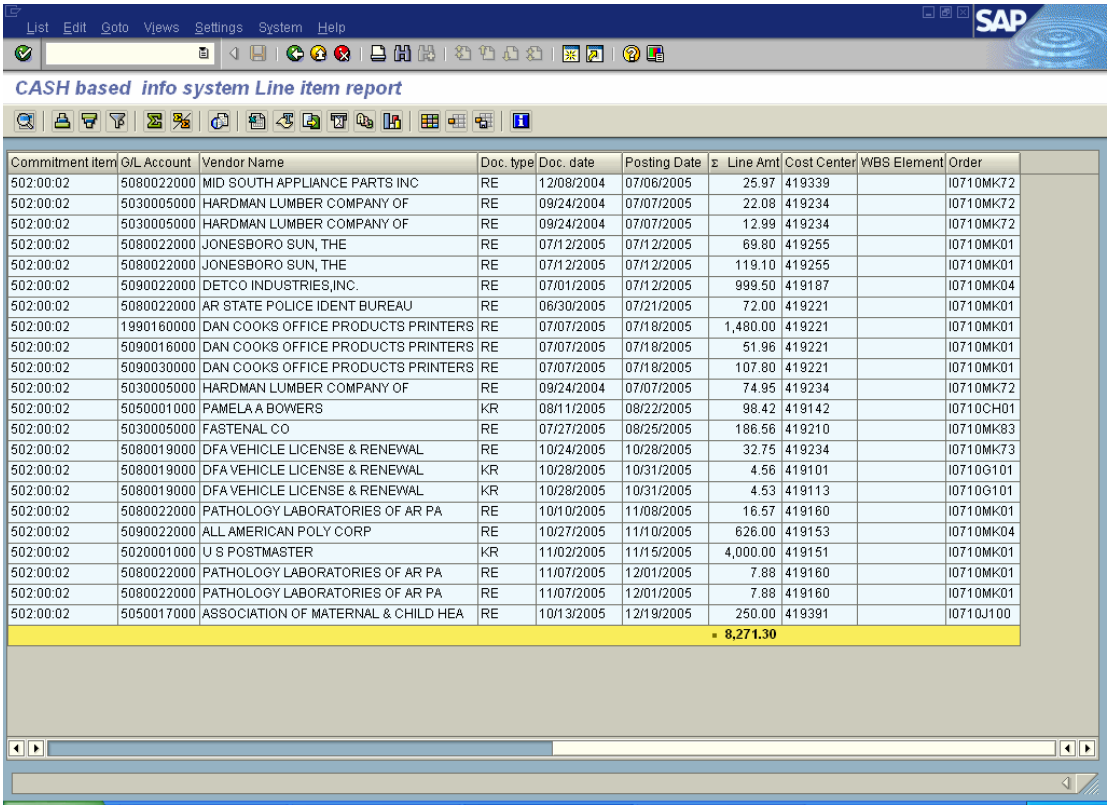


When the report was executed, AASIS returned the following display:



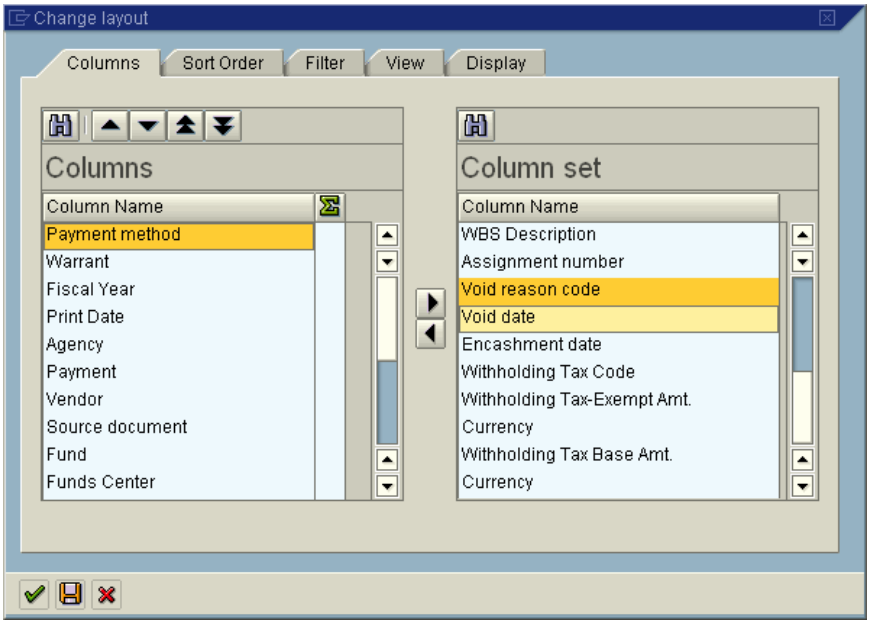
Payment method	Warrant	Fiscal Year	Print Date	Agency	Payment	Vendor	Source document	Fund	Funds Center	Commitment item	G/L Account	Vendor Name
W	610001218	2006	07/06/2005	0710	7012476378	100029708	51692591	PWP5500	896	502:00:02	5080022000	MID SOUTH A
W	610004926	2006	07/10/2005	0710	7012522083	100029719	51692873	PWP5500	896	502:00:02	5030005000	HARDMAN LU
W	610004927	2006	07/10/2005	0710	7012522084	100029719	51692875	PWP5500	896	502:00:02	5030005000	HARDMAN LU
W	610009530	2006	07/12/2005	0710	7012534041	100029011	51693378	PWP5500	896	502:00:02	5080022000	JONESBORO
W	610009530	2006	07/12/2005	0710	7012534041	100029011	51693380	PWP5500	896	502:00:02	5080022000	JONESBORO
W	610013029	2006	07/13/2005	0710	7012540030	100051518	51694027	PWP5500	896	502:00:02	5090022000	DETCO INDU
W	610024040	2006	07/21/2005	0710	7012563602	9990343	51696569	PWP5500	896	502:00:02	5080022000	AR STATE PO
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502:00:02	1990160000	DAN COOKS
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502:00:02	5090016000	DAN COOKS
W	610033150	2006	07/26/2005	0710	7012614070	100001605	51698083	PWP5500	896	502:00:02	5090030000	DAN COOKS
W	610045258	2006	07/31/2005	0710	7012633442	100029719	51692874	PWP5500	896	502:00:02	5030005000	HARDMAN LU
W	610085890	2006	08/23/2005	0710	7012778456	2017305	1000831072	PWP5500	896	502:00:02	5050001000	PAMELA A BO
W	610094893	2006	08/25/2005	0710	7012791615	100041390	51714411	PWP5500	896	502:00:02	5030005000	FASTENAL C
W	610228104	2006	10/30/2005	0710	7013181553	9990281	51750505	PWP5500	896	502:00:02	5080019000	DFA VEHICLE
W	610231572	2006	10/31/2005	0710	7013186214	9990281	1000900800	PWP5500	896	502:00:02	5080019000	DFA VEHICLE
W	610231572	2006	10/31/2005	0710	7013186214	9990281	1000900800	PWP5500	896	502:00:02	5080019000	DFA VEHICLE
W	610249123	2006	11/08/2005	0710	7013217359	100048786	51755702	PWP5500	896	502:00:02	5080022000	PATHOLOGY
W	610257116	2006	11/14/2005	0710	7013265895	100000195	51757537	PWP5500	896	502:00:02	5090022000	ALL AMERICA
W	610260438	2006	11/15/2005	0710	7013274493	100064985	1000916066	PWP5500	896	502:00:02	5020001000	U S POSTMAS
W	610290929	2006	12/01/2005	0710	7013360668	100048786	51766170	PWP5500	896	502:00:02	5080022000	PATHOLOGY
W	610290930	2006	12/01/2005	0710	7013360669	100048786	51766173	PWP5500	896	502:00:02	5080022000	PATHOLOGY
W	610326186	2006	12/19/2005	0710	7013450005	100024966	51776839	PWP5500	896	502:00:02	5050017000	ASSOCIATION

Scrolling over, note that the void date and the voiding reason code ae missing from the report. To add it, click the layout button.

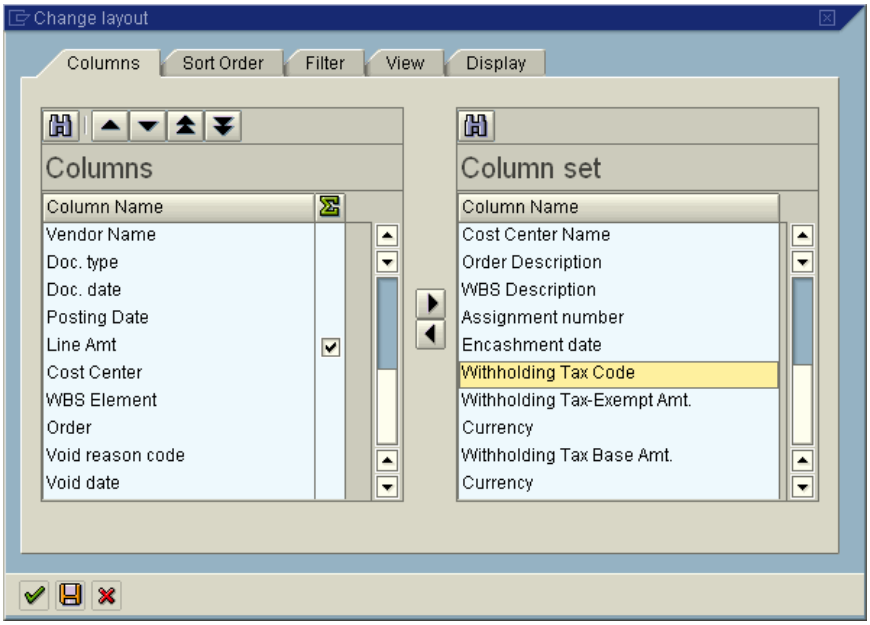


Commitment item	G/L Account	Vendor Name	Doc. type	Doc. date	Posting Date	Σ Line Amt	Cost Center	WBS Element	Order
502:00:02	5080022000	MID SOUTH APPLIANCE PARTS INC	RE	12/08/2004	07/06/2005	25.97	419339		I0710MK72
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	22.08	419234		I0710MK72
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	12.99	419234		I0710MK72
502:00:02	5080022000	JONESBORO SUN, THE	RE	07/12/2005	07/12/2005	69.80	419255		I0710MK01
502:00:02	5080022000	JONESBORO SUN, THE	RE	07/12/2005	07/12/2005	119.10	419255		I0710MK01
502:00:02	5090022000	DETCO INDUSTRIES,INC.	RE	07/01/2005	07/12/2005	999.50	419187		I0710MK04
502:00:02	5080022000	AR STATE POLICE IDENT BUREAU	RE	06/30/2005	07/21/2005	72.00	419221		I0710MK01
502:00:02	1990160000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	1,480.00	419221		I0710MK01
502:00:02	5090016000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	51.96	419221		I0710MK01
502:00:02	5090030000	DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	107.80	419221		I0710MK01
502:00:02	5030005000	HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	74.95	419234		I0710MK72
502:00:02	5050001000	PAMELA A BOWERS	KR	08/11/2005	08/22/2005	98.42	419142		I0710CH01
502:00:02	5030005000	FASTENAL CO	RE	07/27/2005	08/25/2005	186.56	419210		I0710MK83
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	RE	10/24/2005	10/28/2005	32.75	419234		I0710MK73
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.56	419101		I0710G101
502:00:02	5080019000	DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.53	419113		I0710G101
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	10/10/2005	11/08/2005	16.57	419160		I0710MK01
502:00:02	5090022000	ALL AMERICAN POLY CORP	RE	10/27/2005	11/10/2005	626.00	419153		I0710MK04
502:00:02	5020001000	U S POSTMASTER	KR	11/02/2005	11/15/2005	4,000.00	419151		I0710MK01
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		I0710MK01
502:00:02	5080022000	PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		I0710MK01
502:00:02	5050017000	ASSOCIATION OF MATERNAL & CHILD HEA	RE	10/13/2005	12/19/2005	250.00	419391		I0710J100
						8,271.30			

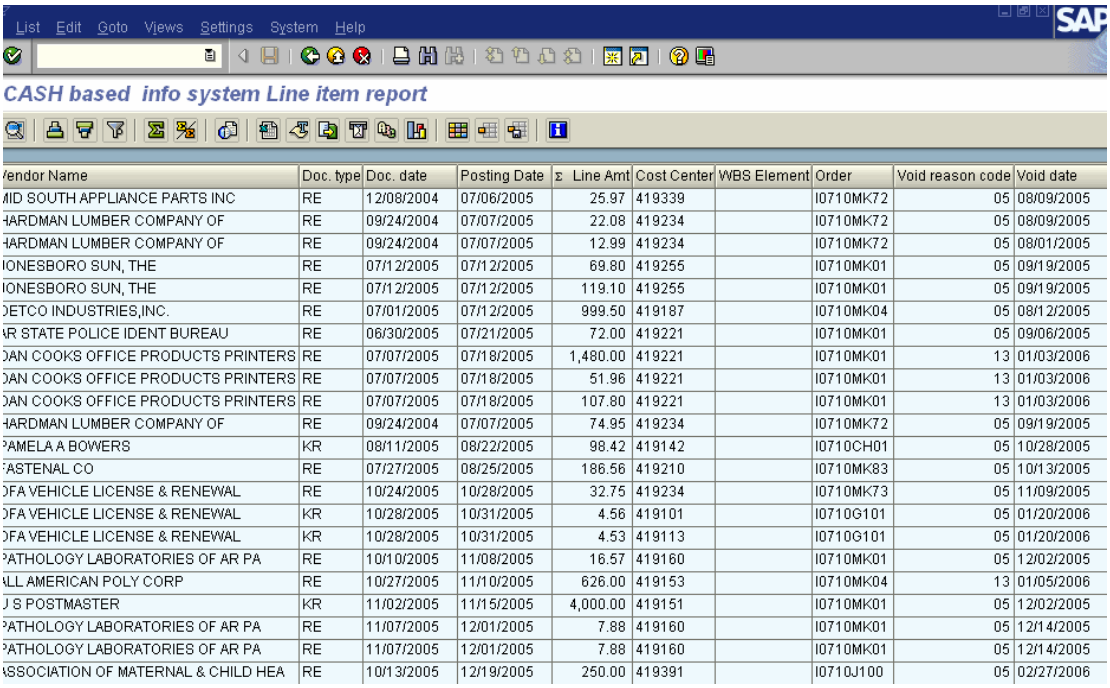
Use the left arrow to move the hidden columns to the display and press the Enter key.



The selected items were moved to the end of the display. Use the arrows at the top of the display to move the columns around. When the display columns are in the order you want, click the green check.

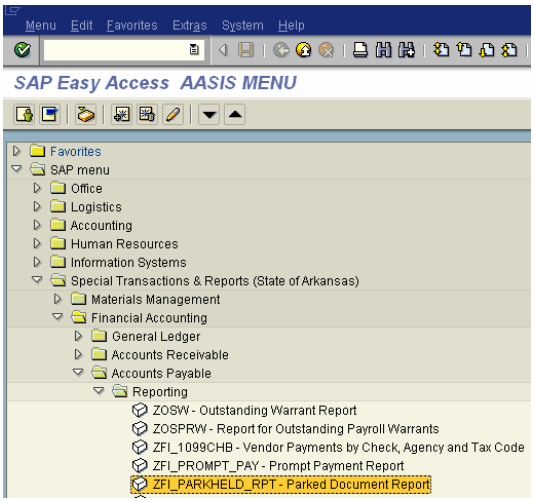


The reason code and void date are now added to the display.



Vendor Name	Doc. type	Doc. date	Posting Date	Σ Line Amt	Cost Center	WBS Element	Order	Void reason code	Void date
MID SOUTH APPLIANCE PARTS INC	RE	12/08/2004	07/06/2005	25.97	419339		I0710MK72	05	08/09/2005
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	22.08	419234		I0710MK72	05	08/09/2005
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	12.99	419234		I0710MK72	05	08/01/2005
IONESBORO SUN, THE	RE	07/12/2005	07/12/2005	69.80	419255		I0710MK01	05	09/19/2005
IONESBORO SUN, THE	RE	07/12/2005	07/12/2005	119.10	419255		I0710MK01	05	09/19/2005
DETCO INDUSTRIES,INC.	RE	07/01/2005	07/12/2005	999.50	419187		I0710MK04	05	08/12/2005
AR STATE POLICE IDENT BUREAU	RE	06/30/2005	07/21/2005	72.00	419221		I0710MK01	05	09/06/2005
DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	1,480.00	419221		I0710MK01	13	01/03/2006
DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	51.96	419221		I0710MK01	13	01/03/2006
DAN COOKS OFFICE PRODUCTS PRINTERS	RE	07/07/2005	07/18/2005	107.80	419221		I0710MK01	13	01/03/2006
HARDMAN LUMBER COMPANY OF	RE	09/24/2004	07/07/2005	74.95	419234		I0710MK72	05	09/19/2005
PAMELA A BOWERS	KR	08/11/2005	08/22/2005	98.42	419142		I0710CH01	05	10/28/2005
PASTENAL CO	RE	07/27/2005	08/25/2005	186.56	419210		I0710MK83	05	10/13/2005
DFA VEHICLE LICENSE & RENEWAL	RE	10/24/2005	10/28/2005	32.75	419234		I0710MK73	05	11/09/2005
DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.56	419101		I0710G101	05	01/20/2006
DFA VEHICLE LICENSE & RENEWAL	KR	10/28/2005	10/31/2005	4.53	419113		I0710G101	05	01/20/2006
PATHOLOGY LABORATORIES OF AR PA	RE	10/10/2005	11/08/2005	16.57	419160		I0710MK01	05	12/02/2005
ALL AMERICAN POLY CORP	RE	10/27/2005	11/10/2005	626.00	419153		I0710MK04	13	01/05/2006
J S POSTMASTER	KR	11/02/2005	11/15/2005	4,000.00	419151		I0710MK01	05	12/02/2005
PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		I0710MK01	05	12/14/2005
PATHOLOGY LABORATORIES OF AR PA	RE	11/07/2005	12/01/2005	7.88	419160		I0710MK01	05	12/14/2005
ASSOCIATION OF MATERNAL & CHILD HEA	RE	10/13/2005	12/19/2005	250.00	419391		I0710J100	05	02/27/2006

Accounts Payable Basics Invoice Verification Process
Reporting Handbook
AP Reporting
Program For Parked Vendor Invoices ZFI_PARKHELD_RPT

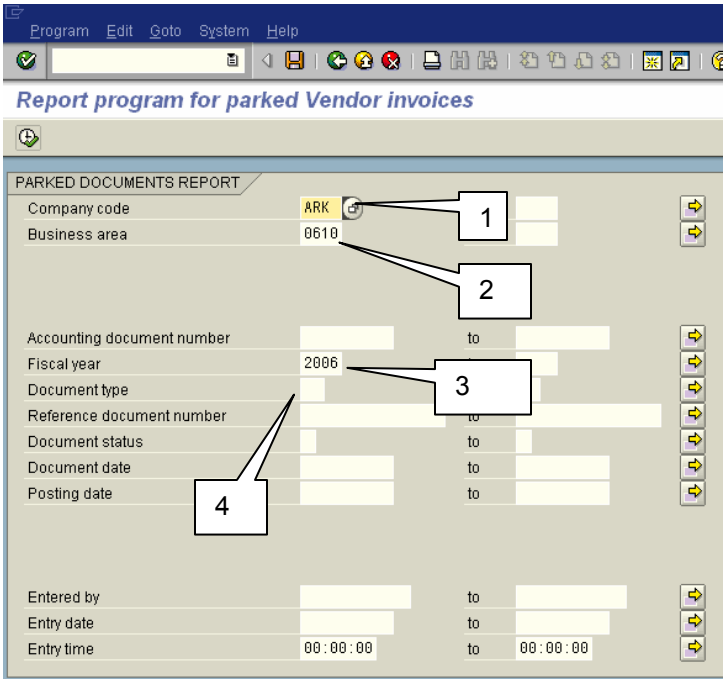


This report will display Parked Vendor Invoices.

Selecting the Report

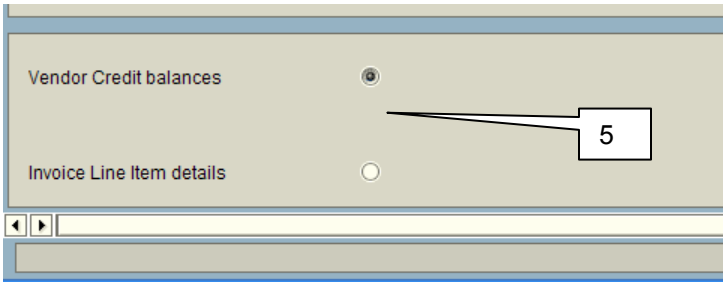
1. Narrow your search. In this example we entered “ARK” in the “Company code” field.
2. Enter your business area.
3. Enter the fiscal year.
4. Document types for invoices are KR for direct and RE for MIRO. Make an entry here or leave this field blank to bring up both types.

Scroll down to continue.



5. "Vendor Credit balances" will default. Leave as is.

Click the Execute button to continue.

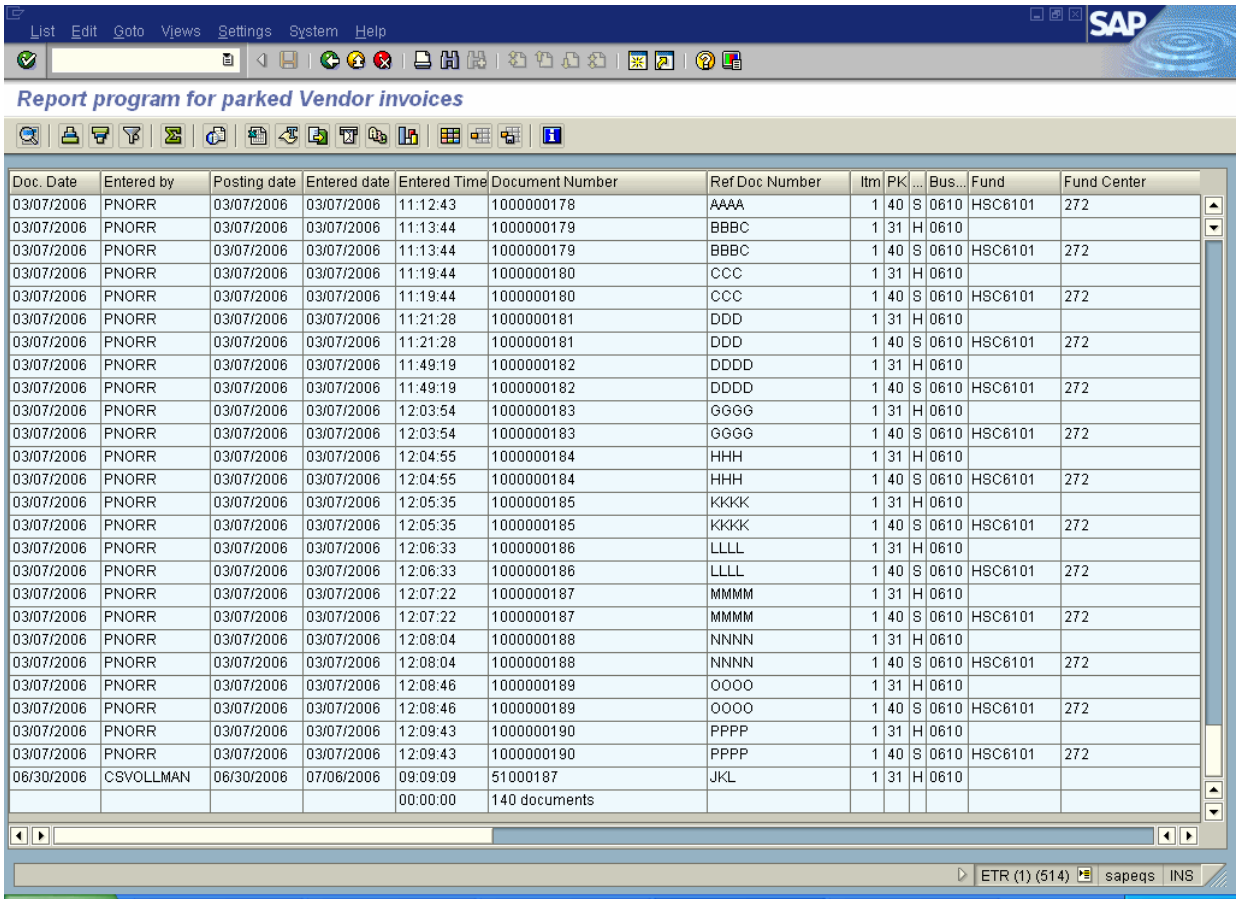


Viewing the Report

This example shows that there are parked documents. It shows the user name, date and time entered, document number, and Ref. Doc. Number. The posting key "31" = Credit to the vendor and the posting key "40" = Debit to the expense. "H" stands for credit and "S" stands for debit.

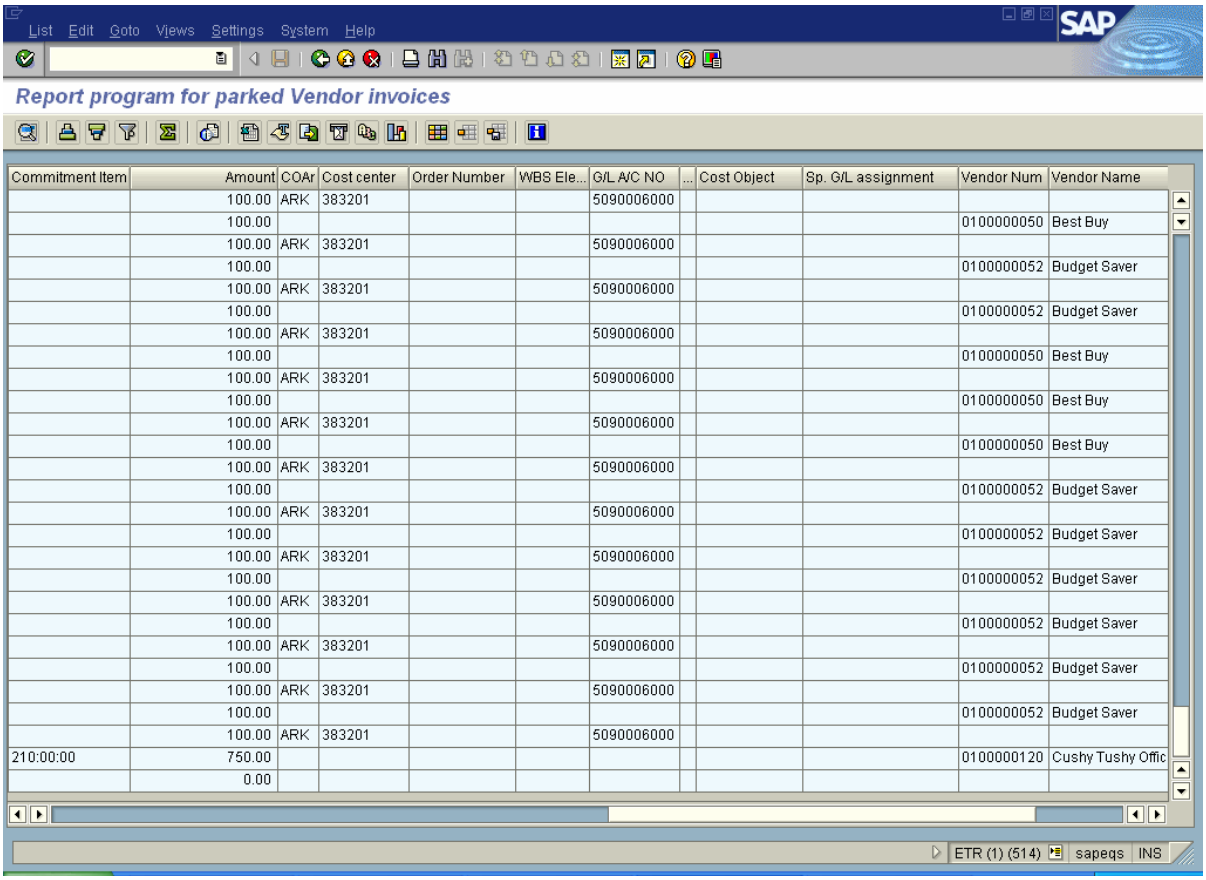
The business area, fund, and funds center are displayed.

Scroll to the right to continue.



Doc. Date	Entered by	Posting date	Entered date	Entered Time	Document Number	Ref Doc Number	Itm	PK	...	Bus...	Fund	Fund Center
03/07/2006	PNORR	03/07/2006	03/07/2006	11:12:43	1000000178	AAAA	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:13:44	1000000179	BBBC	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:13:44	1000000179	BBBC	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:19:44	1000000180	CCC	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:19:44	1000000180	CCC	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:21:28	1000000181	DDD	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:21:28	1000000181	DDD	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	11:49:19	1000000182	DDDD	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	11:49:19	1000000182	DDDD	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:03:54	1000000183	GGGG	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:03:54	1000000183	GGGG	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:04:55	1000000184	HHH	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:04:55	1000000184	HHH	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:05:35	1000000185	KKKK	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:05:35	1000000185	KKKK	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:06:33	1000000186	LLLL	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:06:33	1000000186	LLLL	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:07:22	1000000187	MMMM	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:07:22	1000000187	MMMM	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:04	1000000188	NNNN	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:04	1000000188	NNNN	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:46	1000000189	OOOO	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:08:46	1000000189	OOOO	1	40	S	0610	HSC6101	272
03/07/2006	PNORR	03/07/2006	03/07/2006	12:09:43	1000000190	PPPP	1	31	H	0610		
03/07/2006	PNORR	03/07/2006	03/07/2006	12:09:43	1000000190	PPPP	1	40	S	0610	HSC6101	272
06/30/2006	CSVOLLMAN	06/30/2006	07/06/2006	09:09:09	51000187	JKL	1	31	H	0610		
				00:00:00	140 documents							

You can view the amount, cost center, Internal Order or WBS element number, Sp. G/L assignment, vendor number and vendor name.

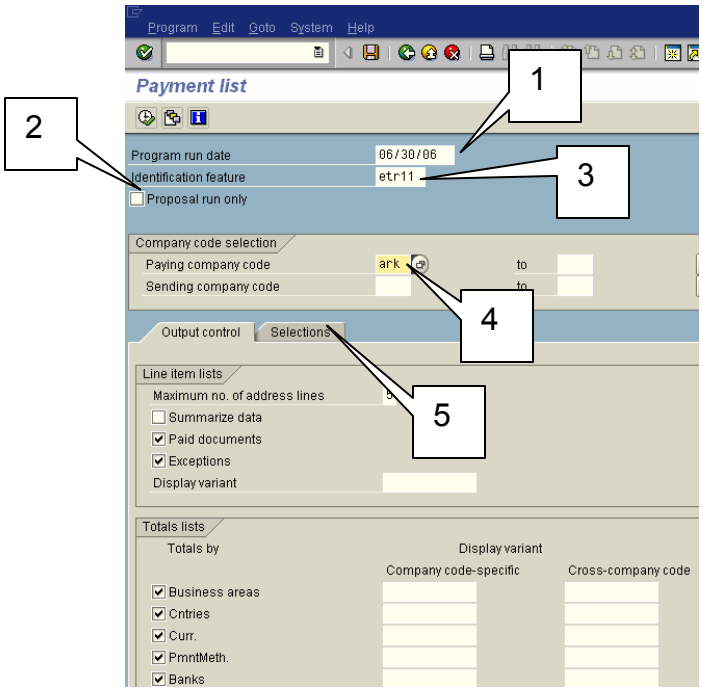


Commitment Item	Amount	COAr	Cost center	Order Number	WBS Ele...	G/L A/C NO	...	Cost Object	Sp. G/L assignment	Vendor Num	Vendor Name
	100.00	ARK	383201			5090006000					
	100.00									0100000050	Best Buy
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000050	Best Buy
	100.00	ARK	383201			5090006000					
	100.00									0100000050	Best Buy
	100.00	ARK	383201			5090006000					
	100.00									0100000050	Best Buy
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
	100.00	ARK	383201			5090006000					
	100.00									0100000052	Budget Saver
210:00:00	750.00									0100000120	Cushy Tushy Offic
	0.00										

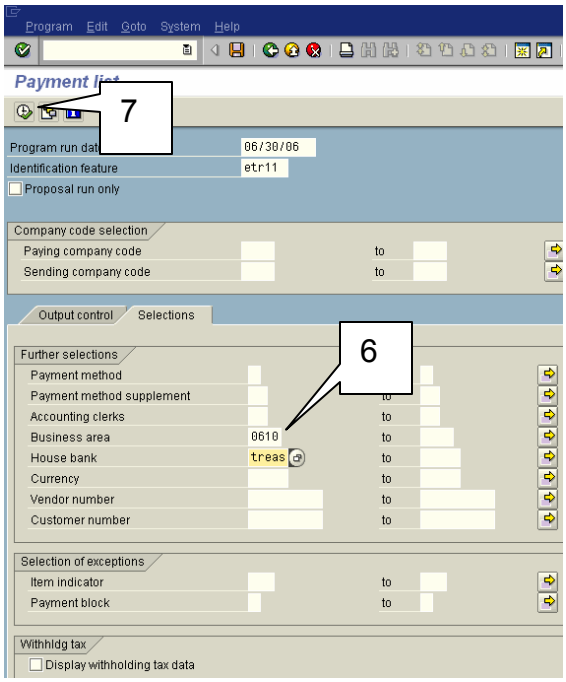
Payment List S_P99_41000099

This report lists items from a payment run and lets you know whether they were paid or not. It also gives you reasons for non payment.

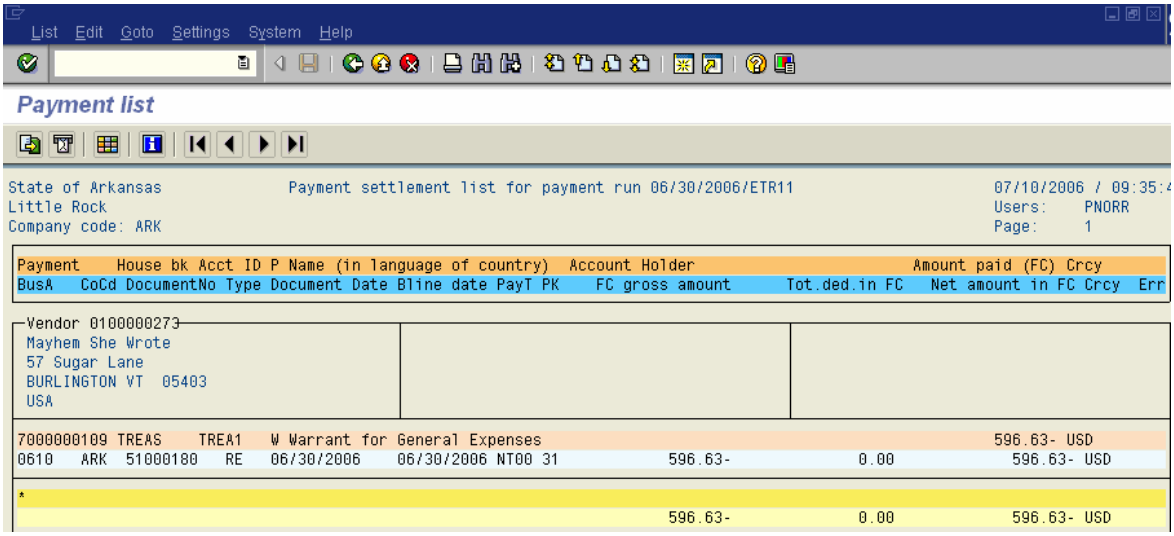
1. Enter the payment run date.
2. De-select proposal run only.
3. Optionally, you can use the match code to search for the identification feature (name of payment run).
4. Enter ARK in the payment company code.
5. Click the Selections tab.



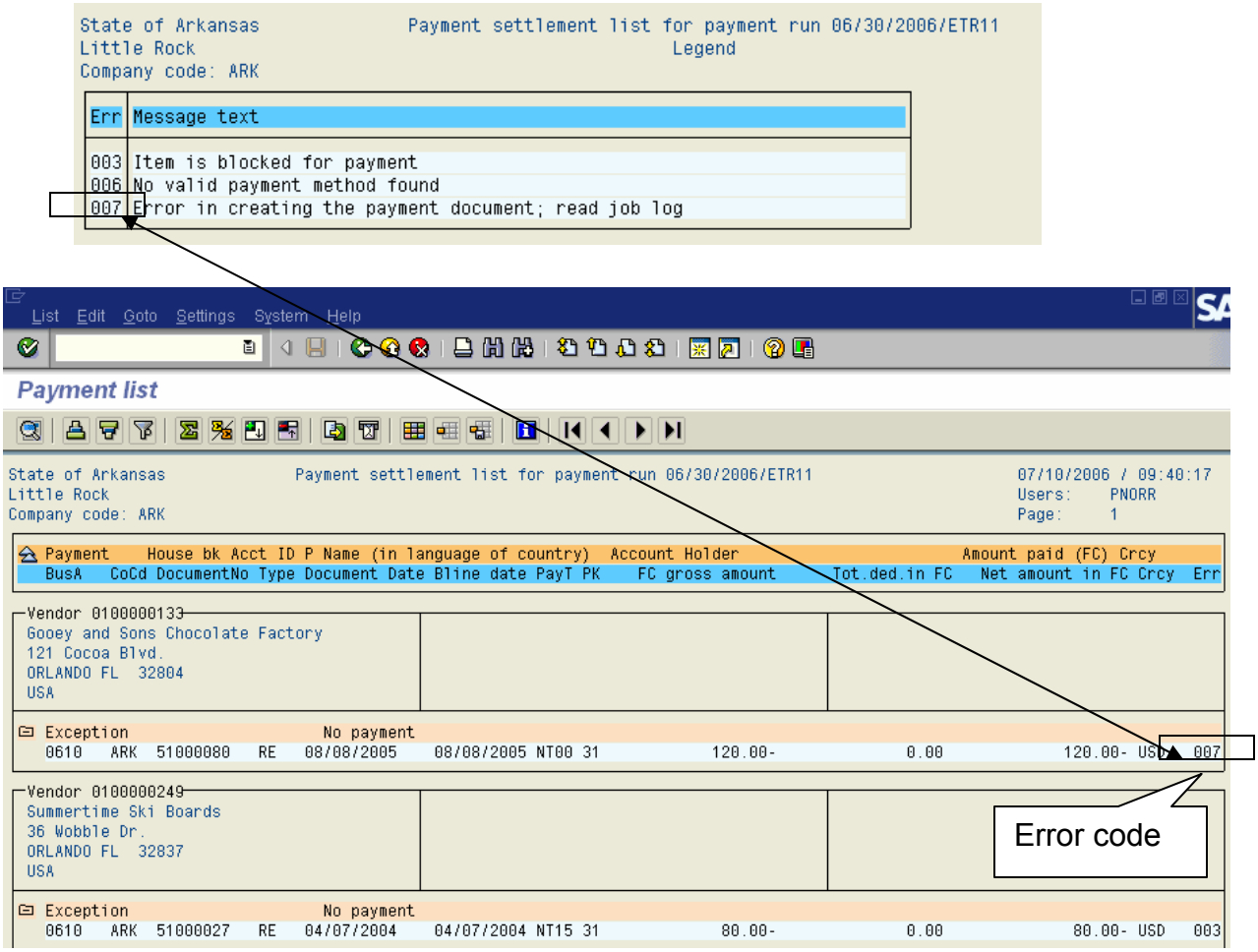
6. Enter your Business Area and make other selections as desired.
7. Execute the report.



The report displays a list of items from the payment run selected. If the item was paid, the amount and type of payment is indicated.



If the item was not paid, the reason for nonpayment will be indicated, along with a code for type of error, if any.

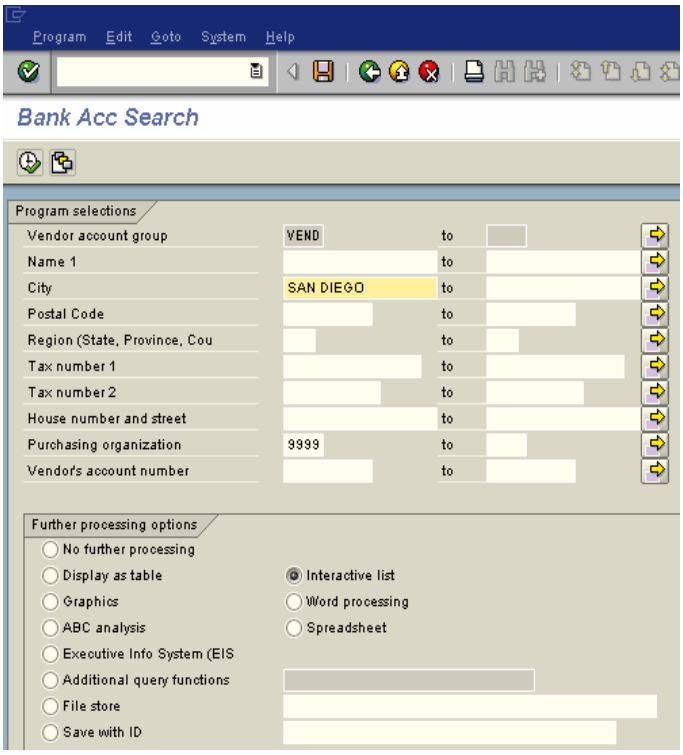


Common Error Codes:

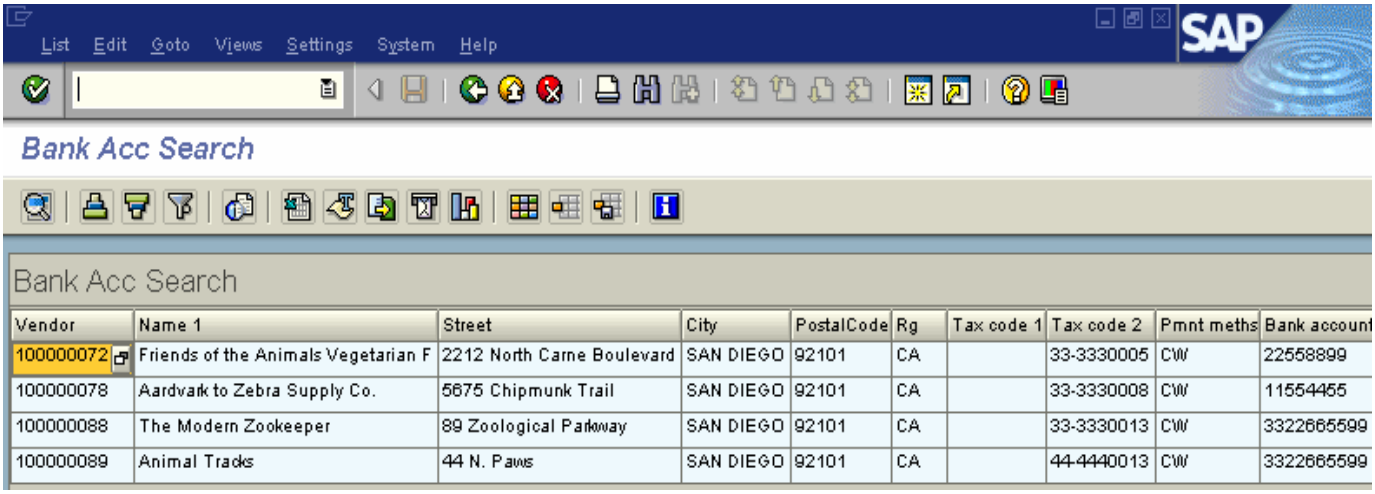
Err	Message text
001	No pymt possible because items with a debit bal.still exist; see job log
003	Item is blocked for payment
006	No valid payment method found
007	Error in creating the payment document; read job log

ZVENDBANK Report

Use this report to find out if a vendor has a bank account and routing data set up in AASIS. Remember that the vendor must have this if you are paying by direct deposit. Use ZVENDBANK to find a vendor's bank account or determine the correct vendor if the bank account information is known.



The report displays the vendor number, name, address, tax information and payment method and bank account number. If the vendor is set up for direct deposit, there would be an "A" in the Pmnt meths column.



Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths	Bank account
100000072	Friends of the Animals Vegetarian F	2212 North Carne Boulevard	SAN DIEGO	92101	CA		33-3330005	CW	22558899
100000078	Aardvark to Zebra Supply Co.	5675 Chipmunk Trail	SAN DIEGO	92101	CA		33-3330008	CW	11554455
100000088	The Modern Zookeeper	89 Zoological Parkway	SAN DIEGO	92101	CA		33-3330013	CW	3322665599
100000089	Animal Tracks	44 N. Paws	SAN DIEGO	92101	CA		44-4440013	CW	3322665599

ZVENDTAXID Report

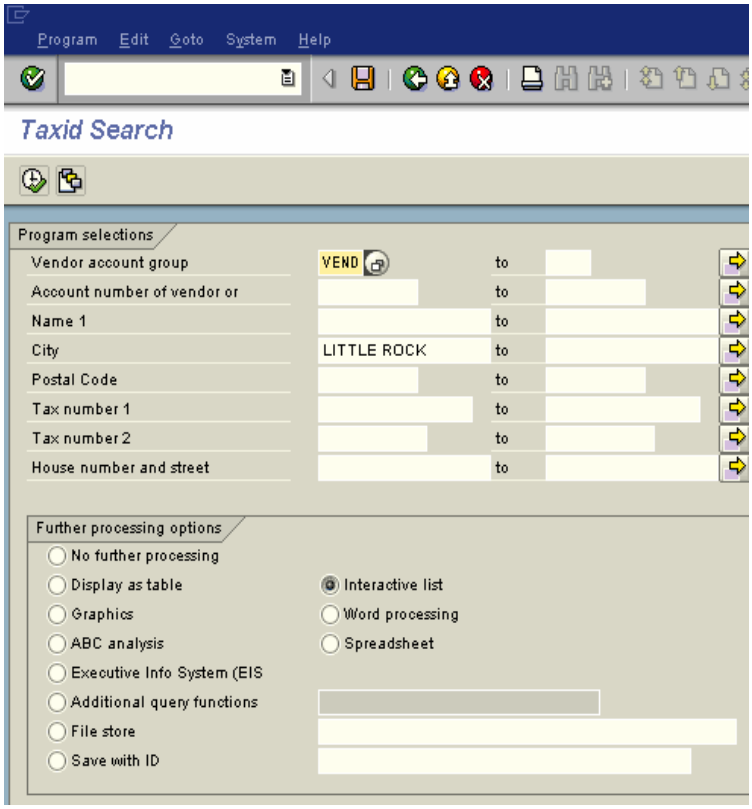
Access to this report is limited by security. This is a custom report that was created to allow need-to-know users access to view Tax ID information maintained for vendors.

Use ZVENDTAXID when searching for a vendor and the tax id is known but not the vendor number or the tax id is needed but unknown and you have the vendor number. Use also to verify that the selected vendor is the correct one on the event there are multiple vendors with the same name.

1. Be sure VEND or AGEN is the Vendor account group.
2. Enter at least one other search criteria to limit search.

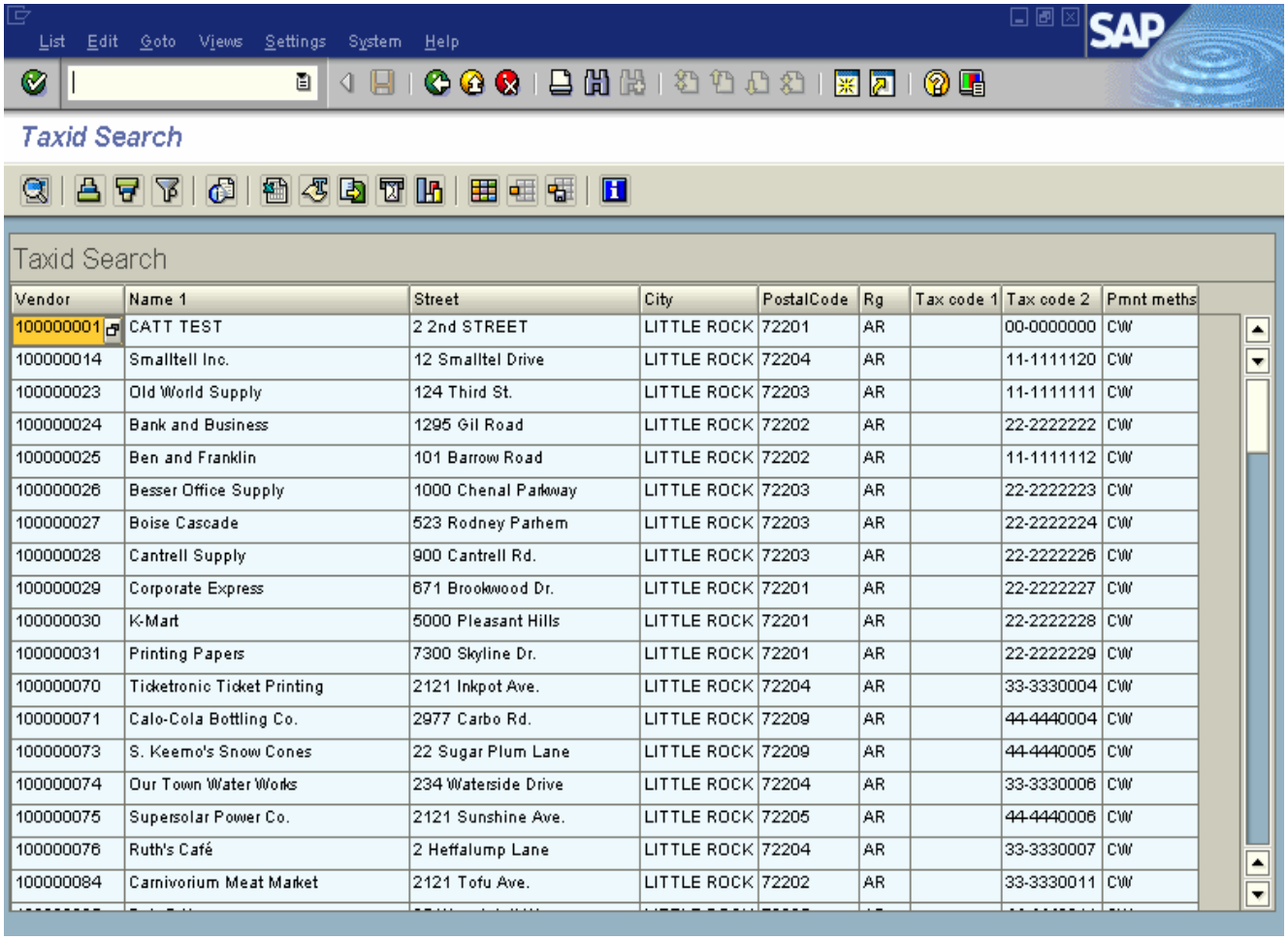
Note: When using Name 1 field, wild character asterisk * may be used. Name 1 is a case sensitive field.

3. Click the Execute button.



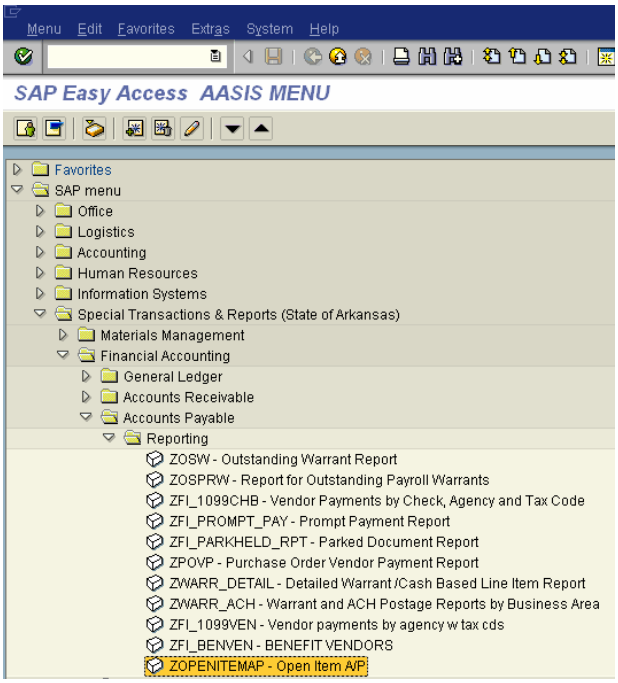
The report displays the vendor number, name, address, tax information and payment method.

Payment methods: A – Automatic Payment (Direct Deposit); C – Check Payment; W - Warrant



Vendor	Name 1	Street	City	PostalCode	Rg	Tax code 1	Tax code 2	Pmnt meths
100000001	CATT TEST	2 2nd STREET	LITTLE ROCK	72201	AR		00-0000000	CW
100000014	Smalltell Inc.	12 Smalltel Drive	LITTLE ROCK	72204	AR		11-1111120	CW
100000023	Old World Supply	124 Third St.	LITTLE ROCK	72203	AR		11-1111111	CW
100000024	Bank and Business	1295 Gil Road	LITTLE ROCK	72202	AR		22-2222222	CW
100000025	Ben and Franklin	101 Barrow Road	LITTLE ROCK	72202	AR		11-1111112	CW
100000026	Besser Office Supply	1000 Chenal Parkway	LITTLE ROCK	72203	AR		22-2222223	CW
100000027	Boise Cascade	523 Rodney Parhem	LITTLE ROCK	72203	AR		22-2222224	CW
100000028	Cantrell Supply	900 Cantrell Rd.	LITTLE ROCK	72203	AR		22-2222226	CW
100000029	Corporate Express	671 Brookwood Dr.	LITTLE ROCK	72201	AR		22-2222227	CW
100000030	K-Mart	5000 Pleasant Hills	LITTLE ROCK	72201	AR		22-2222228	CW
100000031	Printing Papers	7300 Skyline Dr.	LITTLE ROCK	72201	AR		22-2222229	CW
100000070	Ticketronic Ticket Printing	2121 Inkpot Ave.	LITTLE ROCK	72204	AR		33-3330004	CW
100000071	Calo-Cola Bottling Co.	2977 Carbo Rd.	LITTLE ROCK	72209	AR		44-4440004	CW
100000073	S. Keemo's Snow Cones	22 Sugar Plum Lane	LITTLE ROCK	72209	AR		44-4440005	CW
100000074	Our Town Water Works	234 Waterside Drive	LITTLE ROCK	72204	AR		33-3330006	CW
100000075	Supersolar Power Co.	2121 Sunshine Ave.	LITTLE ROCK	72205	AR		44-4440006	CW
100000076	Ruth's Café	2 Heffalump Lane	LITTLE ROCK	72204	AR		33-3330007	CW
100000084	Carnivorium Meat Market	2121 Tofu Ave.	LITTLE ROCK	72202	AR		33-3330011	CW

Open Item AP Report ZOPENITEMAP



This report will display all AP items that have been posted but have not been paid.

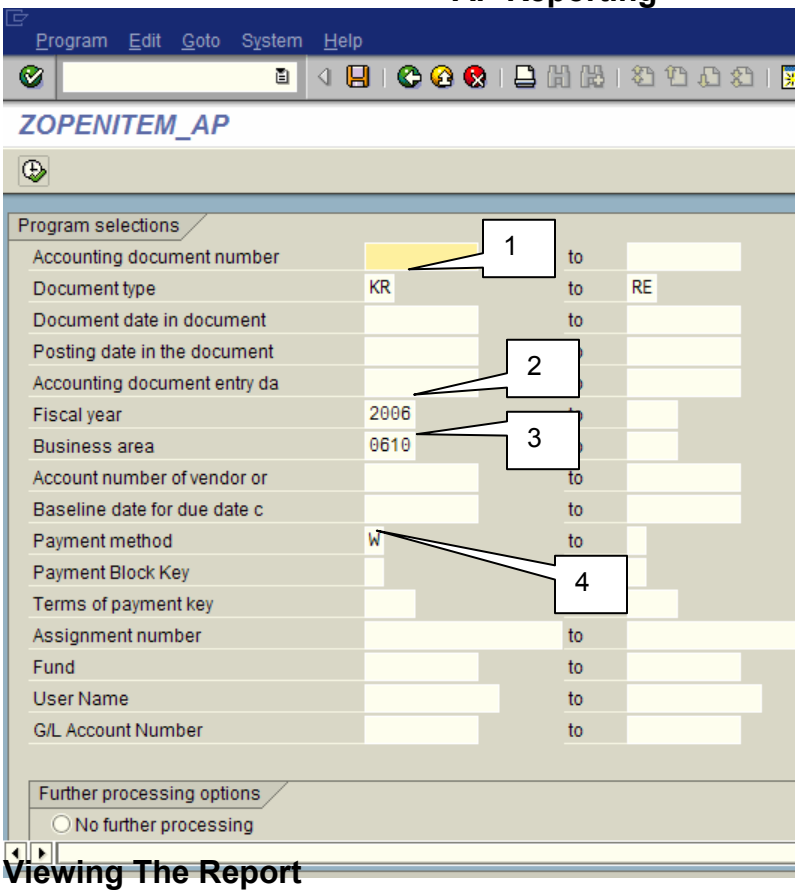
Selecting the Report

Narrow your search.

1. Enter the Document type. This report will show both direct vendor invoices and vendor invoices that are associated with purchase orders.
2. Enter the fiscal year
3. Enter your business area
4. Enter payment method “W” and “A”. This will display open vendor invoices that will pay with a warrant or ACH.

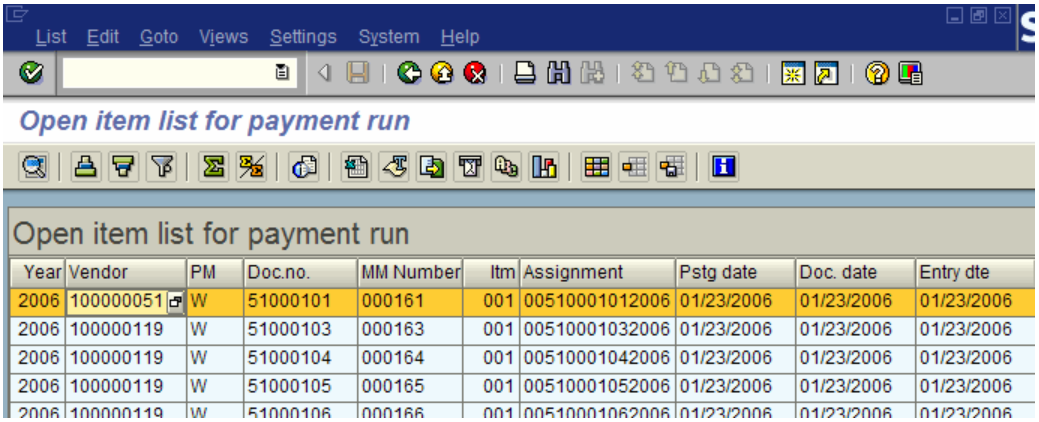
NOTE: To see open credit memos, the document type will be “KG”.

Click the Execute button to continue.



Viewing The Report

You can view the fiscal year, vendor number, payment method, document number, MM number, item number, assignment number, posting date, document date and entry date. Scroll to the right to continue viewing.

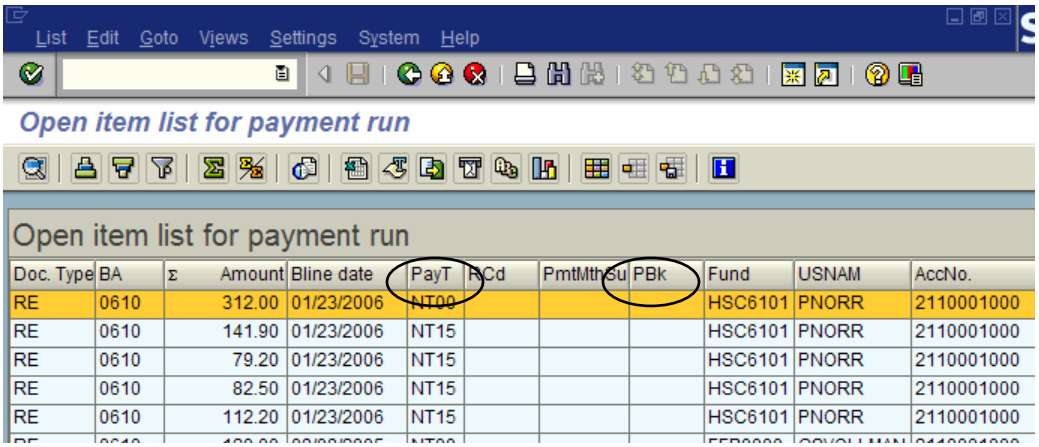


Year	Vendor	PM	Doc.no.	MM Number	Itm	Assignment	Pstg date	Doc. date	Entry dte
2006	100000051	W	51000101	000161	001	00510001012006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000103	000163	001	00510001032006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000104	000164	001	00510001042006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000105	000165	001	00510001052006	01/23/2006	01/23/2006	01/23/2006
2006	100000119	W	51000106	000166	001	00510001062006	01/23/2006	01/23/2006	01/23/2006

This report shows the Document Type as “RE”, meaning the invoice was posted through the MIRO transaction. You can view the business area, amount, baseline date, and payment terms. You can also view the reason code, payment method supplement and payment block (if applicable). You can view the fund, the user name and the G/L account number.

NOTE: Look at the “Payment Terms” column and the “Payment Block” column to investigate why a vendor invoice has not paid. If the payment term

of the document is NT15 and the current date is less than 15 days from the baseline date, the vendor invoice is not ready for payment. If the document shows a payment block the document cannot pay until the block is removed. The document may be blocked because of a set tolerance or because the document is over $100,000.



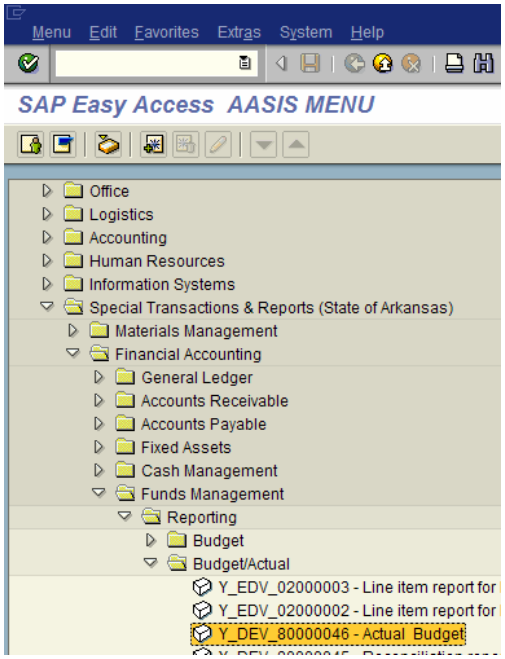
Doc. Type	BA	Σ	Amount	Bline date	PayT	RCd	PmtMthSu	PBk	Fund	USNAM	AccNo.
RE	0610		312.00	01/23/2006	NT00				HSC6101	PNORR	2110001000
RE	0610		141.90	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		79.20	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		82.50	01/23/2006	NT15				HSC6101	PNORR	2110001000
RE	0610		112.20	01/23/2006	NT15				HSC6101	PNORR	2110001000

Accounts Payable Basics – Logistics Invoice Verification Process

FM Reporting

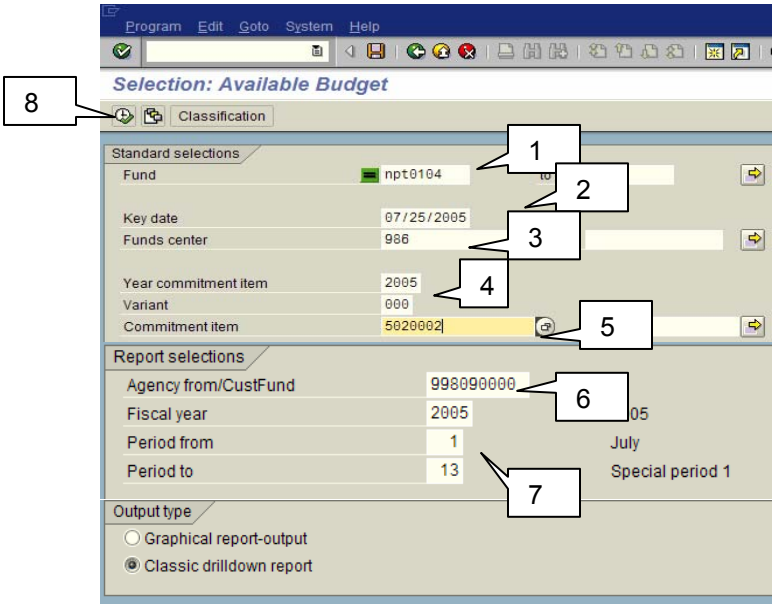
Actual Budget Report (Y_DEV_80000046)

This report is used to determine how much budget is available by fund, funds center, and commitment item.



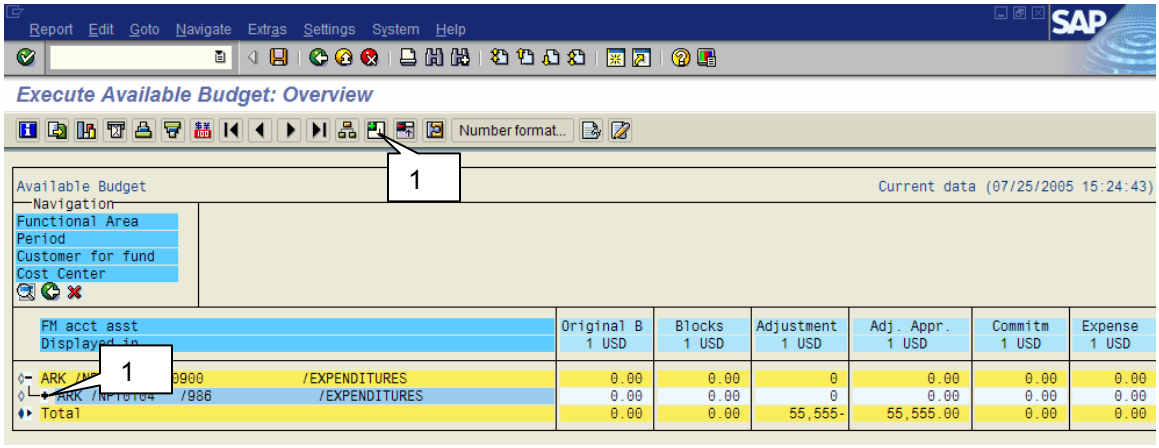
Selecting the Report

1. Enter the fund. (You must enter either a fund or funds center.)
2. Key date must be a date within the year you are looking at.
3. Enter the funds center. (This is optional if you entered a fund.)
4. Be sure that default Year commitment item equals the fiscal year selection. FY and year commitment item must be the same.
5. Enter a commitment item if desired.
6. Agency from/CustFund is an optional field. You may enter the vendor number for your agency here.
7. The current fiscal year and periods 0 to 13 will select budget for the entire year. You may change this if you want to view a different period or range. Period 0 captures original budget loads and carry forward activities.
8. When all desired selections have been made, execute the report.

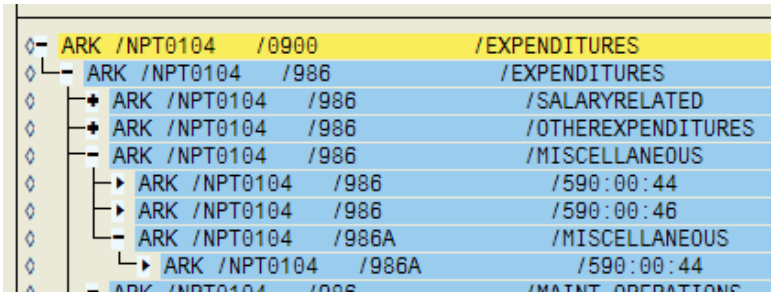


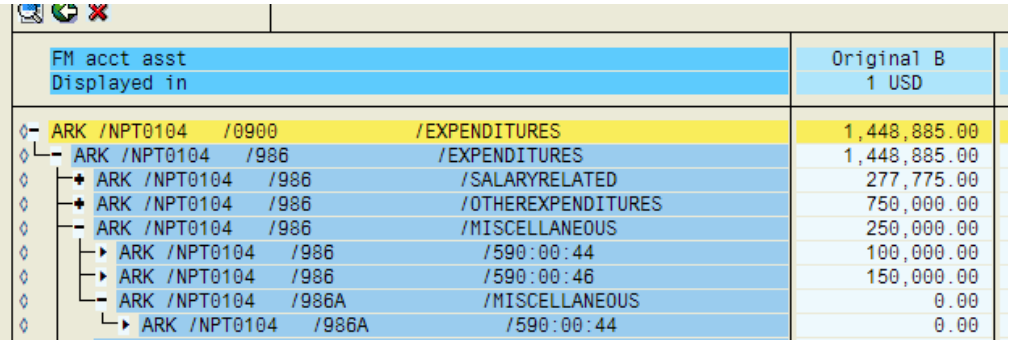
Viewing the Report

1. Click the plus signs or the expand icon to expand the report.
2. Original budgets, budget changes, commitments and expenditures and available budget are displayed.



The first column indicates the fund, funds center, sub funds center, commitment item category, and commitment item.





The Original Budget Column lists the original budget from the agency's appropriation act.

	Original B 1 USD	Blocks 1 USD
/EXPENDITURES	1,448,885.00	0.00
/EXPENDITURES	1,448,885.00	0.00
/SALARYRELATED	277,775.00	0.00
/OTHEREXPENDITURES	750,000.00	0.00
/MISCELLANEOUS	250,000.00	0.00
/590:00:44	100,000.00	0.00
/590:00:46	150,000.00	0.00
/MISCELLANEOUS	0.00	0.00

Blocks are deferments or reductions to budget. These are usually used to reduce the budget to make it equal the amount of funding.

Any other adjustments made to the budget will appear in the adjustment column.

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD
/EXPENDITURES	1,448,885.00	0.00	0
/EXPENDITURES	1,448,885.00	0.00	0
/SALARYRELATED	277,775.00	0.00	0
/OTHEREXPENDITURES	750,000.00	0.00	0
/MISCELLANEOUS	250,000.00	0.00	100,000
/590:00:44	100,000.00	0.00	100,000

	Original B 1 USD	Blocks 1 USD	Adjustment 1 USD	Adj. Appr. 1 USD
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/EXPENDITURES	1,448,885.00	0.00	0	1,448,885.00
/SALARYRELATED	277,775.00	0.00	0	277,775.00
/OTHEREXPENDITURES	750,000.00	0.00	0	750,000.00
/MISCELLANEOUS	250,000.00	0.00	100,000	150,000.00
/590:00:44	100,000.00	0.00	100,000	0.00
/590:00:46	150,000.00	0.00	0	150,000.00
/MISCELLANEOUS	0.00	0.00	0	0.00
/590:00:44	0.00	0.00	0	0.00
/MAINT-OPERATIONS	171,110.00	0.00	100,000-	271,110.00
/502:00:02	55,555.00	0.00	0	55,555.00
/505:00:09	60,000.00	0.00	0	60,000.00
/506:00:10	55,555.00	0.00	0	55,555.00
/MAINT-OPERATIONS	0.00	0.00	100,000-	100,000.00
/502:00:02	0.00	0.00	50,000-	50,000.00
/506:00:10	0.00	0.00	50,000-	50,000.00
	1,448,885.00	0.00	0	1,448,885.00

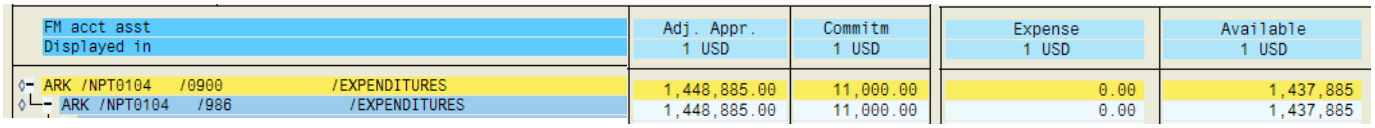
The Adjusted Appropriation is a calculated amount that nets Original Budget, Blocks, and Adjustments.

FM acct asst Displayed in	Commitm 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	11,000.00
ARK /NPT0104 /986 /EXPENDITURES	11,000.00
ARK /NPT0104 /986 /SALARYRELATED	0.00
ARK /NPT0104 /986 /OTHEREXPENDITURES	0.00
ARK /NPT0104 /986 /MISCELLANEOUS	0.00
ARK /NPT0104 /986 /590:00:44	0.00
ARK /NPT0104 /986 /590:00:46	0.00
ARK /NPT0104 /986A /MISCELLANEOUS	0.00
ARK /NPT0104 /986A /590:00:44	0.00
ARK /NPT0104 /986 /MAINT-OPERATIONS	11,000.00
ARK /NPT0104 /986 /502:00:02	11,000.00
ARK /NPT0104 /986 /505:00:09	0.00
ARK /NPT0104 /986 /506:00:10	0.00
ARK /NPT0104 /986A /MAINT-OPERATIONS	0.00
ARK /NPT0104 /986A /502:00:02	0.00
ARK /NPT0104 /986A /506:00:10	0.00
Total	11,000.00

Commitments are outstanding purchase requisitions, purchase orders, and invoices which have not had a payment.

The Expense column contains the budget expenditures—amounts of actual payments.

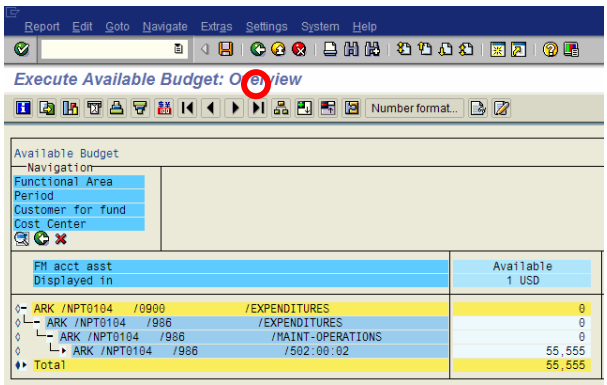
	Expense 1 USD
/EXPENDITURES	0.00
/EXPENDITURES	0.00
/SALARYRELATED	0.00
/OTHEREXPENDITURES	0.00
/MISCELLANEOUS	0.00
86 /590:00:44	0.00



FM acct asst / Displayed in	Adj. Appr. 1 USD	Commitm 1 USD	Expense 1 USD	Available 1 USD
ARK /NPT0104 /0900 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885
ARK /NPT0104 /986 /EXPENDITURES	1,448,885.00	11,000.00	0.00	1,437,885

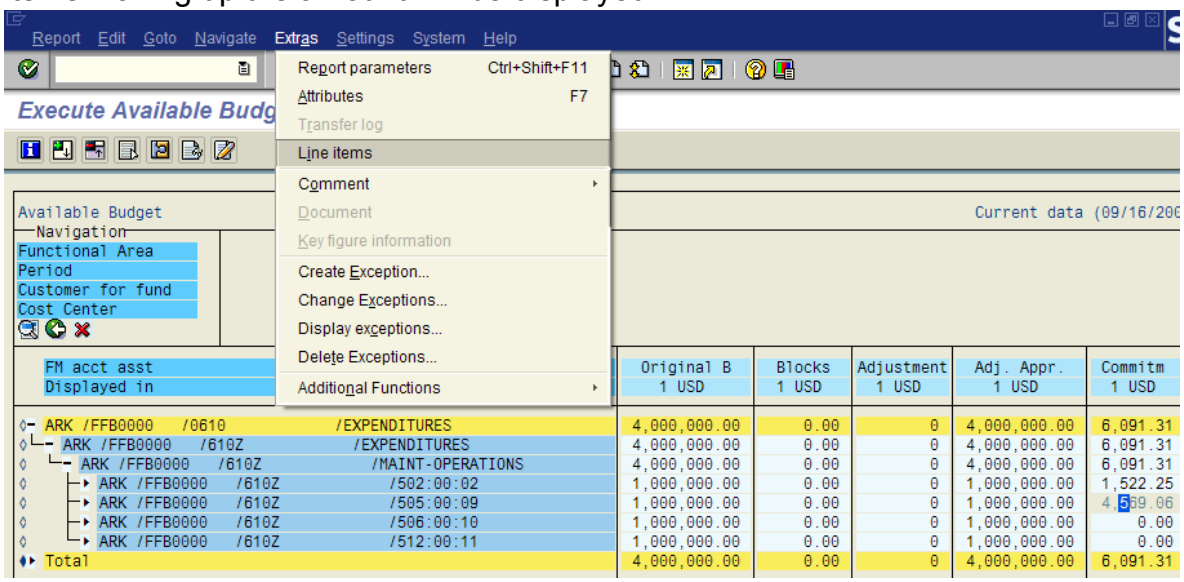
Available Budget is the net of Adjusted Appropriation, Commitments, and Expense.

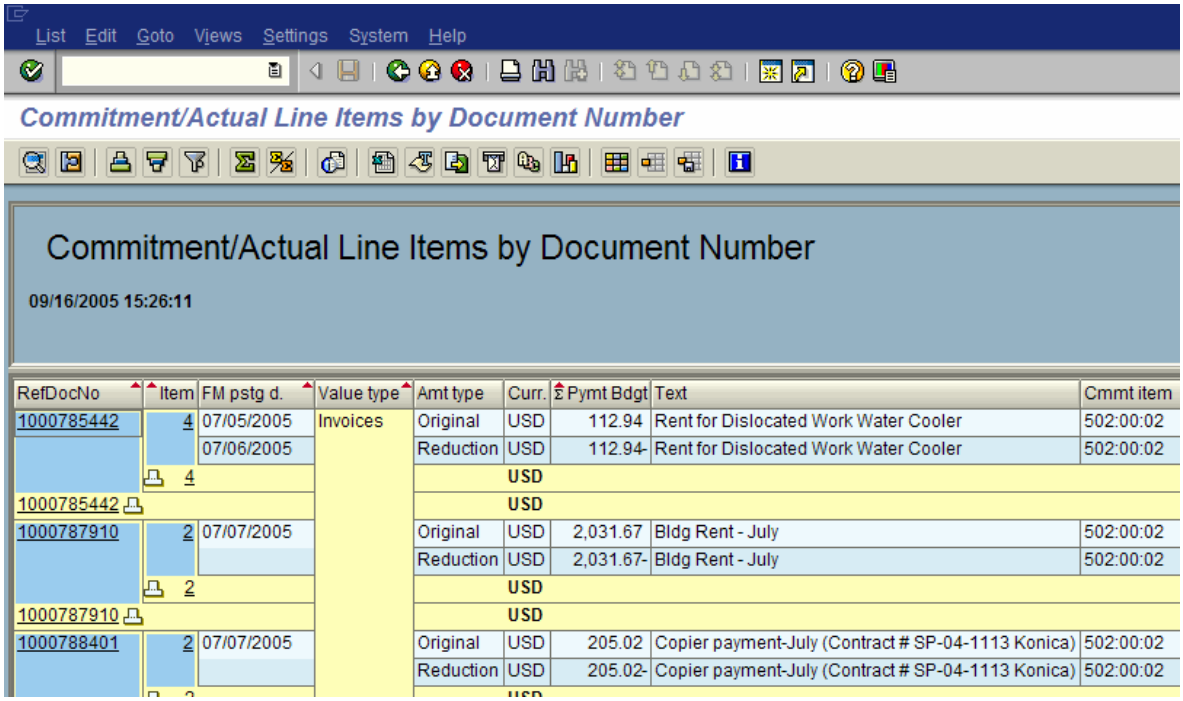
Note: If the all of the columns are not visible on your screen, click the right arrow to view the next page.



Actual Budget Report Drill Down

To drill down to line items in the budget report, select the amount for which you want to view detail. Select Extras> Line Items from the blue menu bar. The line items making up the amount will be displayed.





RefDocNo	Item	FM pstg d.	Value type	Amt type	Curr.	Σ Pymt Bdgt	Text	Cmmt item
1000785442	4	07/05/2005	Invoices	Original	USD	112.94	Rent for Dislocated Work Water Cooler	502:00:02
		07/06/2005		Reduction	USD	112.94-	Rent for Dislocated Work Water Cooler	502:00:02
	4				USD			
1000785442					USD			
1000787910	2	07/07/2005		Original	USD	2,031.67	Bldg Rent - July	502:00:02
				Reduction	USD	2,031.67-	Bldg Rent - July	502:00:02
	2				USD			
1000787910					USD			
1000788401	2	07/07/2005		Original	USD	205.02	Copier payment-July (Contract # SP-04-1113 Konica)	502:00:02
				Reduction	USD	205.02-	Copier payment-July (Contract # SP-04-1113 Konica)	502:00:02

Note: There is no line item drill down capability in the Adjustment column. To view budget changes, drill down in the Adjusted Appropriation column.

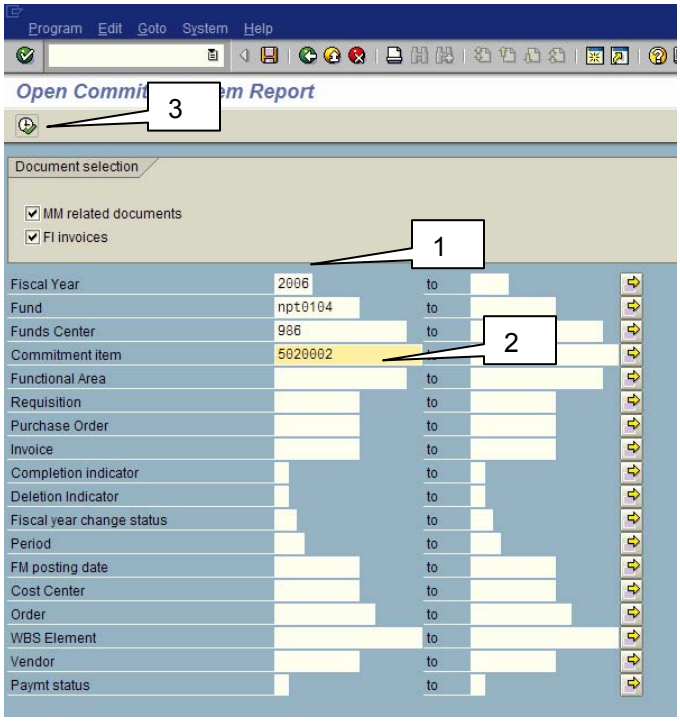
Open Commitment Items (ZCMT)

You can use the ZCMT report to view commitment line items for the budget.

Selecting the Report

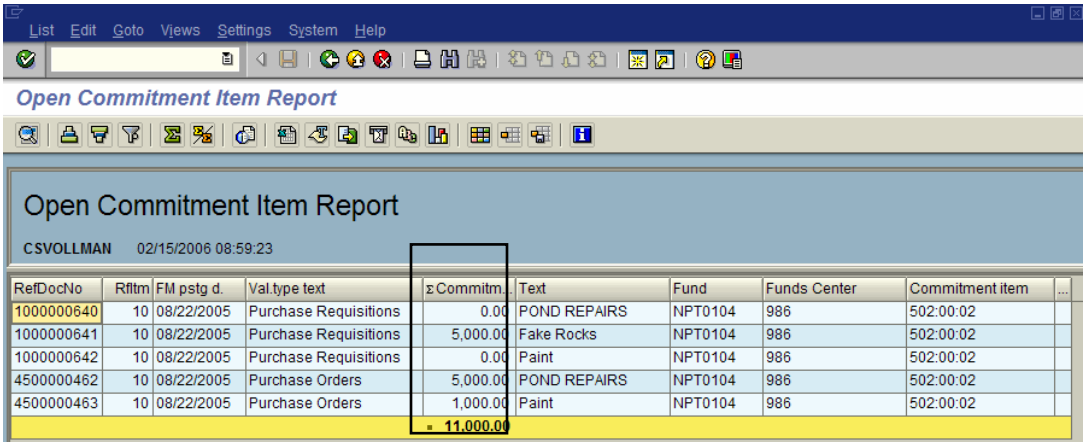
Enter Transaction ZCMT in the command field. There is no menu path.

1. Enter the Fiscal Year.
2. To match the line items to the commitments in the actual budget report, enter the fund, funds center and commitment item.
3. Execute the report.



Viewing the Report

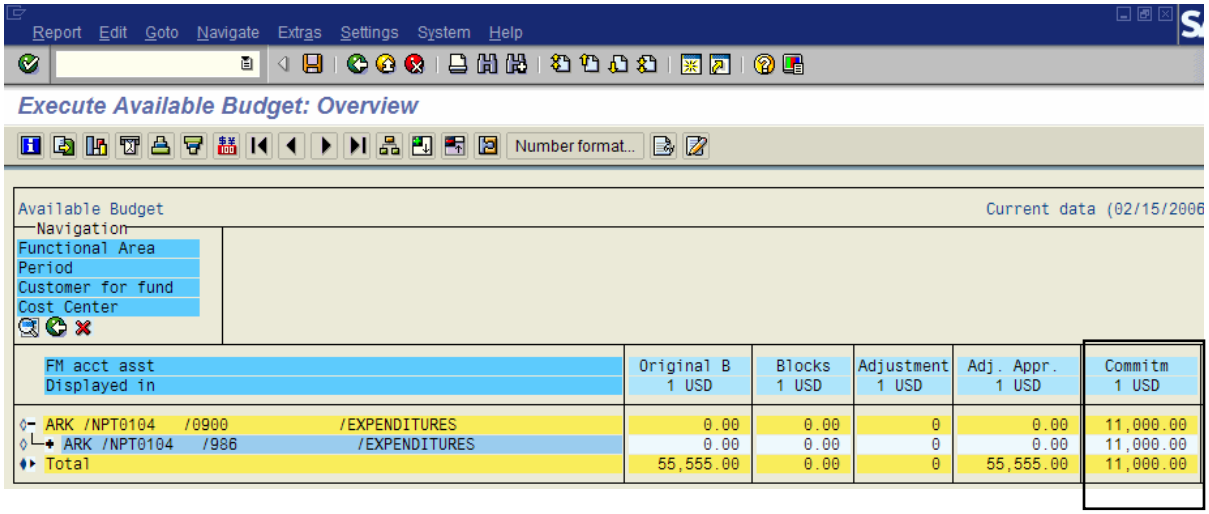
The report displays line items of outstanding commitments from the Funds Management tables.



RefDocNo	Rfltm	FM pstg d.	Val.type text	ΣCommitm...	Text	Fund	Funds Center	Commitment item
1000000640	10	08/22/2005	Purchase Requisitions	0.00	POND REPAIRS	NPT0104	986	502:00:02
1000000641	10	08/22/2005	Purchase Requisitions	5,000.00	Fake Rocks	NPT0104	986	502:00:02
1000000642	10	08/22/2005	Purchase Requisitions	0.00	Paint	NPT0104	986	502:00:02
4500000462	10	08/22/2005	Purchase Orders	5,000.00	POND REPAIRS	NPT0104	986	502:00:02
4500000463	10	08/22/2005	Purchase Orders	1,000.00	Paint	NPT0104	986	502:00:02
				11,000.00				

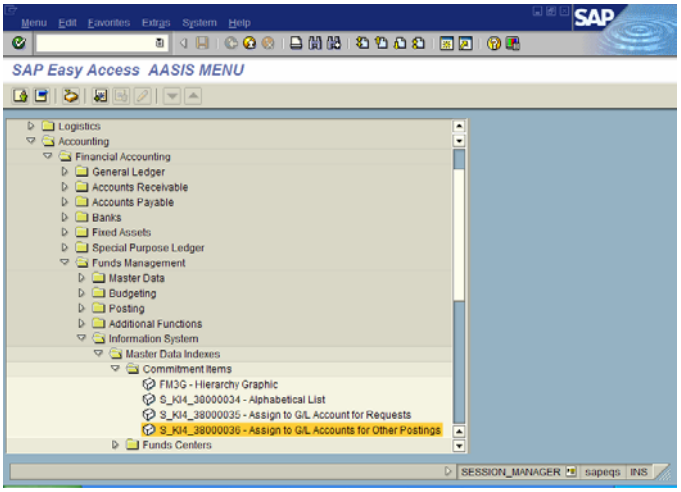
Commitment Balances

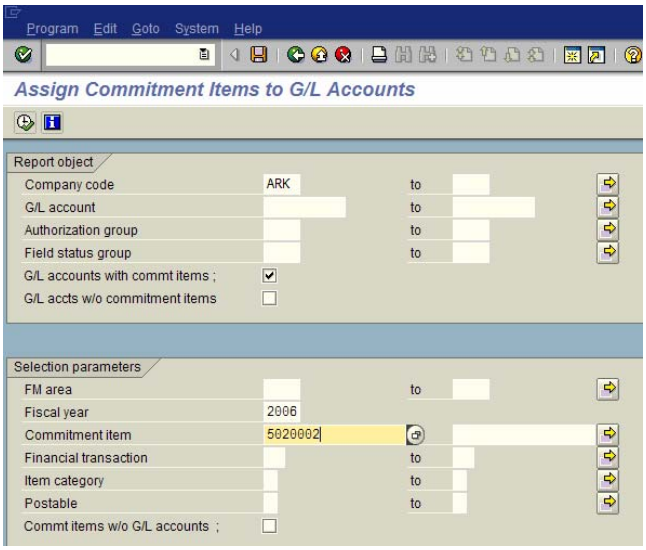
The balances of outstanding commitments by fund/funds center/commitment item for MM related documents and FI invoices plus any earmarked funds documents are equal to the commitment balances on the Y_DEV_80000046 report.



Viewing Commitment Items

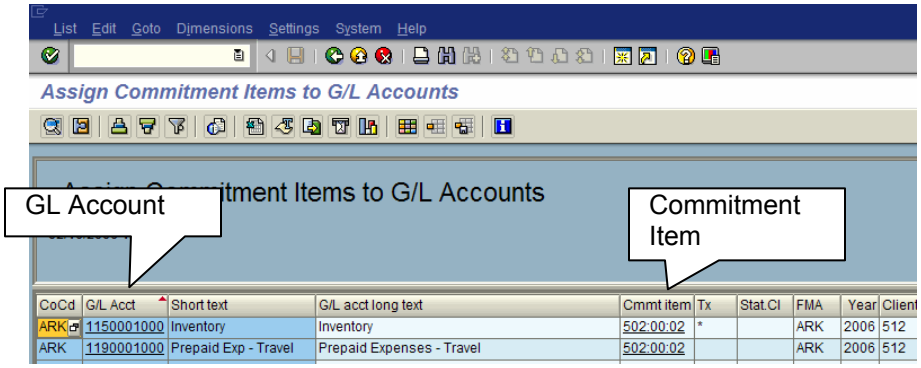
Use transaction code S_KI4_38000036 to get a list of commitment items and their assigned GL codes.





Enter a GL account in the Report Objects section to find out what commitment item it is assigned to.

Enter a commitment item in the Selection parameters section to get a list of the GL codes assigned to it.



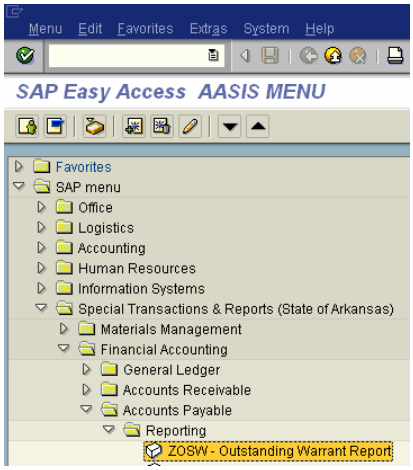
A star in the Tx box indicates the GL Account is tax relevant.

A star in the Stat CI box indicates that the commitment item is statistical.

Accounts Payable Basics – Logistics Invoice Verification Process

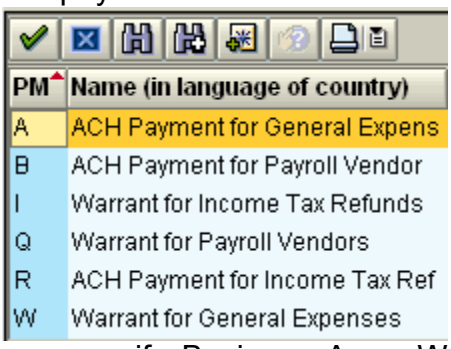
CM Reporting

Outstanding Warrant Report ZOSW



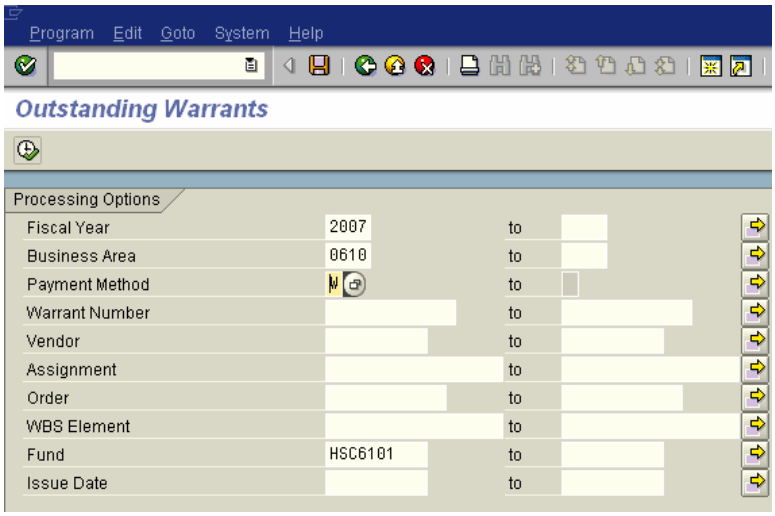
1. Narrow down the selection as desired. The Fiscal year and payment method are required fields.

   Possible payment methods:



PM	Name (in language of country)
A	ACH Payment for General Expens
B	ACH Payment for Payroll Vendor
I	Warrant for Income Tax Refunds
Q	Warrant for Payroll Vendors
R	ACH Payment for Income Tax Ref
W	Warrant for General Expenses

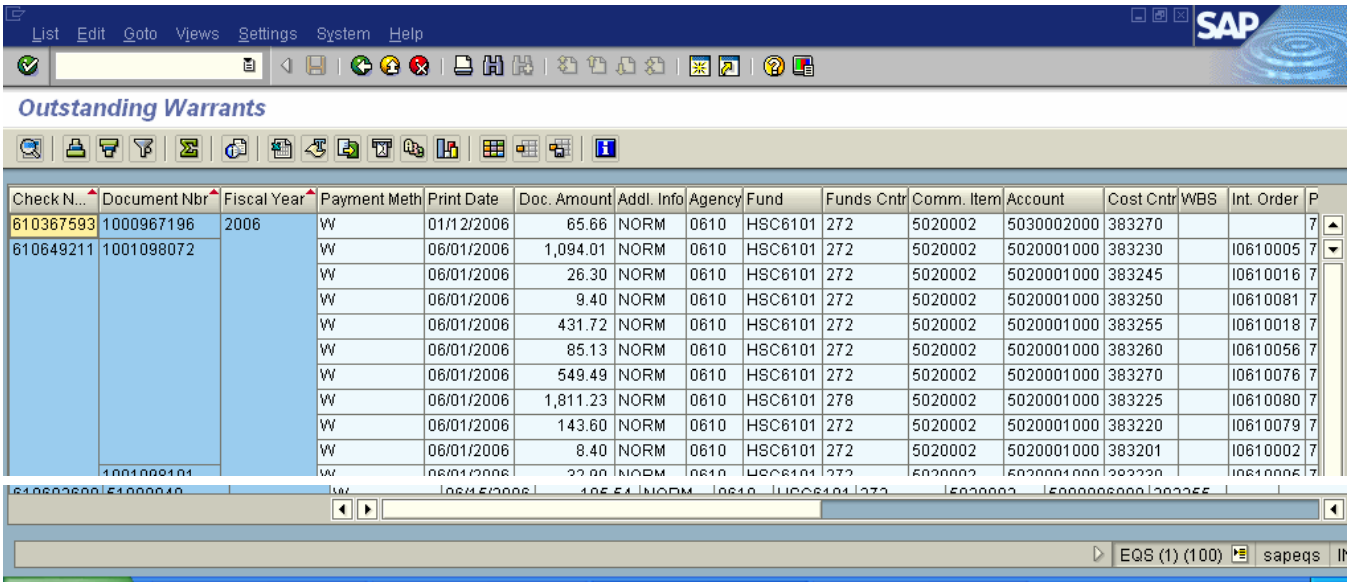
2. You can specify Business Area, Warrant Number, Vendor, Assignment, Order, WBS Element, Fund, and Issue date.
3. When you have made your selections, click the Execute button.



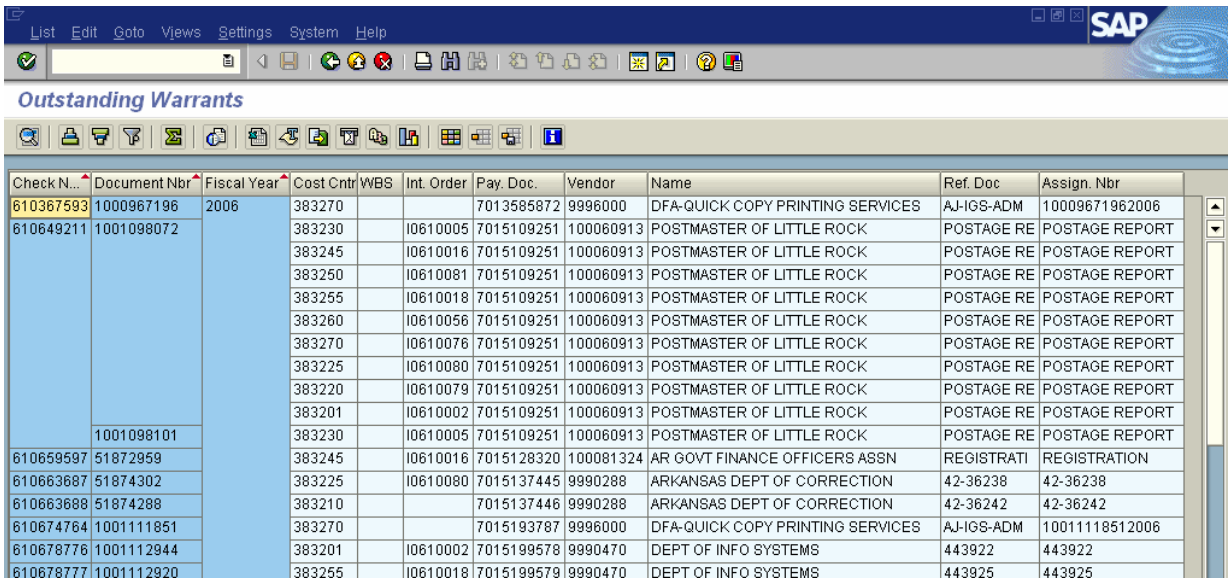
The report displays a list of outstanding warrants.

You can view the warrant number, document number, fiscal year, Payment method, print date, Amount, Additional info, Agency, Fund, Funds Center, Commitment Item, GL Account number, Cost Center, WBS Element and Internal Order numbers.

Scroll over to see more of the report.



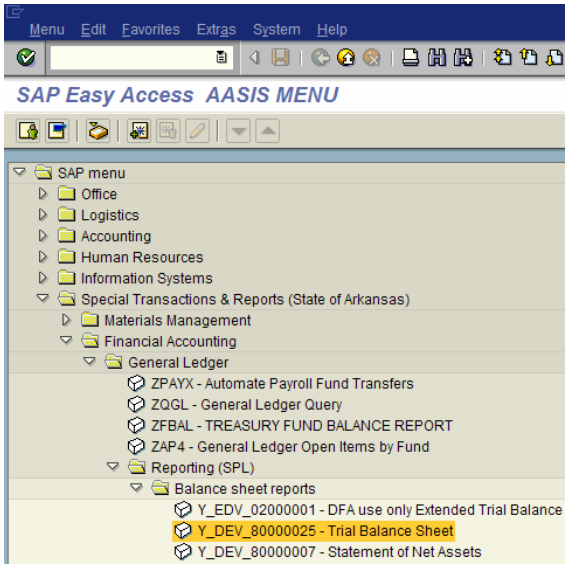
You can view payment document number, vendor number and name, reference, and assignment number.



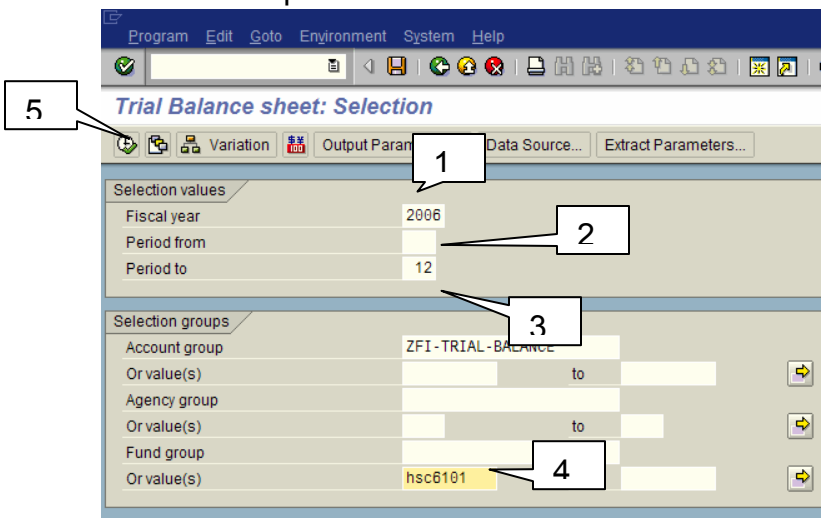
Trial Balance Y_DEV_80000025

The trial balance is a report by fund in the Special Purpose Ledger. It gives accounts and balances for a specified period. It includes the balance sheet accounts (assets, liabilities, and fund equity) and also the income statement accounts (revenue, expenses, other).

Items of most interest to Accounts Payable users are the Goods Receipt/ Invoice Receipt account, the Vendor accounts payable account, the available cash account, accrued use tax, and the asset and expense accounts.

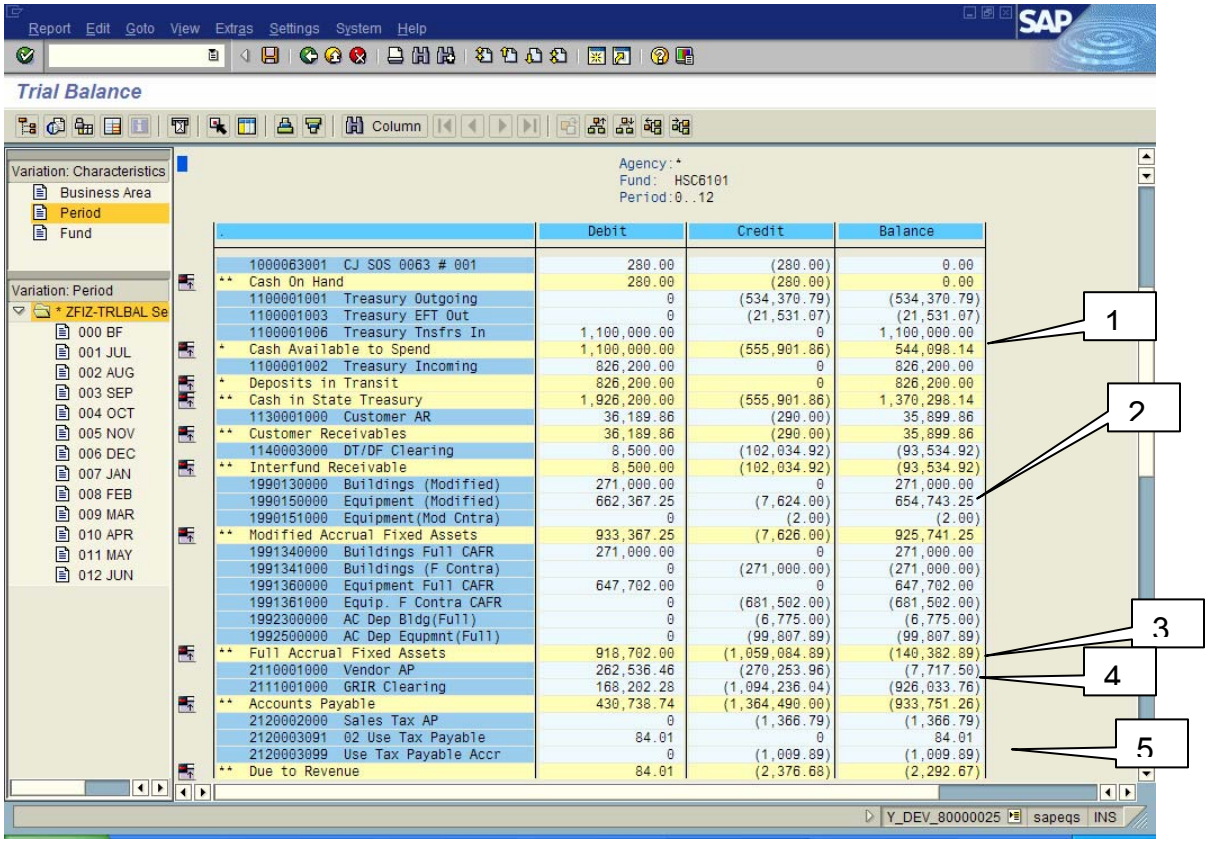


1. Select the fiscal year
2. To bring in the correct balance sheet balances, the period from selection should be zero or blank.
3. The period to selection should be the current period or period 12.
4. Either select the Business Area in the “or values” field under agency group to view all funds for the agency or select the fund that you want to view in the “or values” field under Fund group.
5. Execute the report.

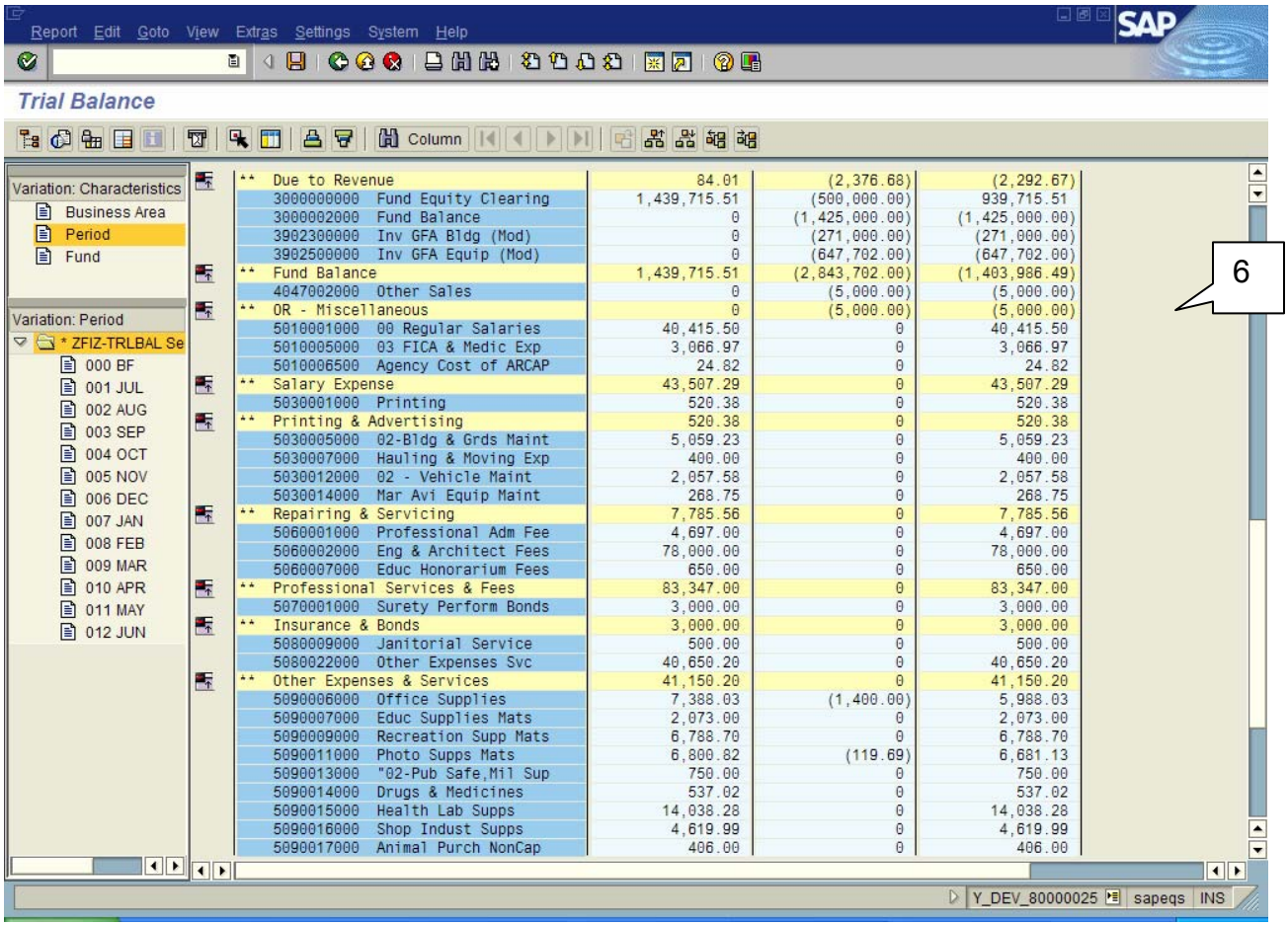


The report is displayed.

1. The cash available to spend balance tells you the amount that you can pay out in invoices. If your invoices will exceed the cash available line, AASIS will not pay them.
2. Fixed asset accounts represent items owned by the fund.
3. The vendor AP balance tells you the amount of money that has been invoiced and is owed to vendors.
4. The GR/IR clearing balance tells you the amount of goods receipts that have not had invoices entered.
5. The Use tax payable accrual line tells you the amount of money that this fund owes in use taxes to DFA-Revenue.

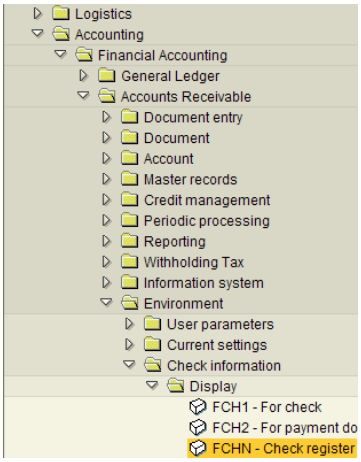


6. Scroll down to view the expense items. These items represent the cost of doing business for the fund.



The Check Register FCHN

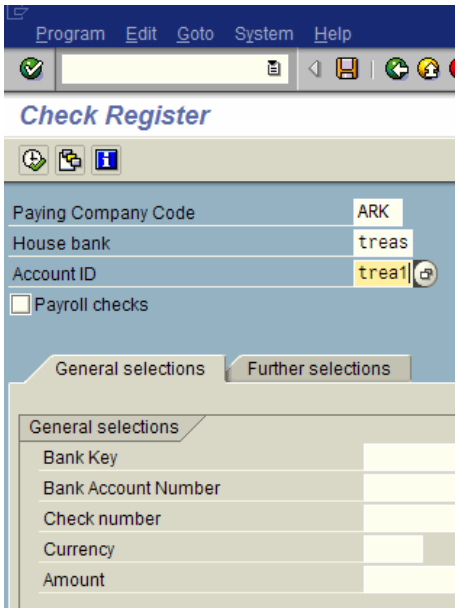
The Check Register displays all warrants issued by the state. It isn't possible to narrow the selection by agency. All items on the check register can be viewed in the ZWARR_DETAIL report, which can be selected by agency, fund, cost center, etc. For this reason, the ZWARR_DETAIL is recommended over the Check Register.



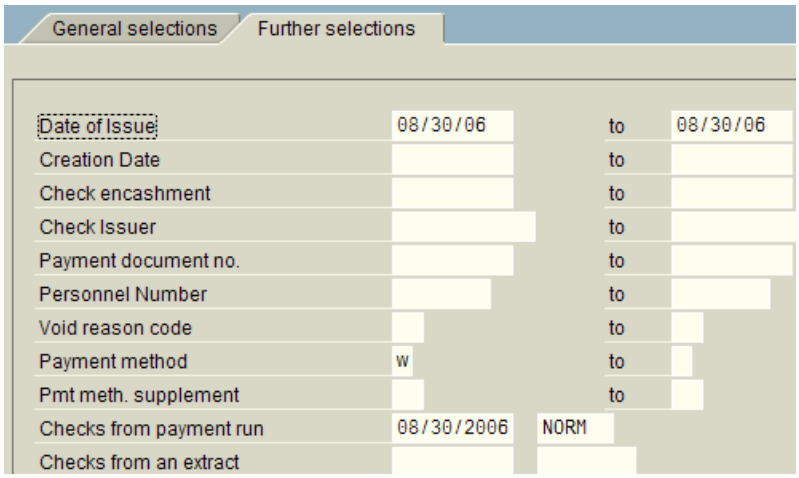
Paying Company Code is always ARK.

If choosing the report for other than payroll, the House Bank is TREAS and account ID is TREA1. Payroll warrants use House Bank TREAP and account ID TREA2.

Click the Further selections tab to continue.

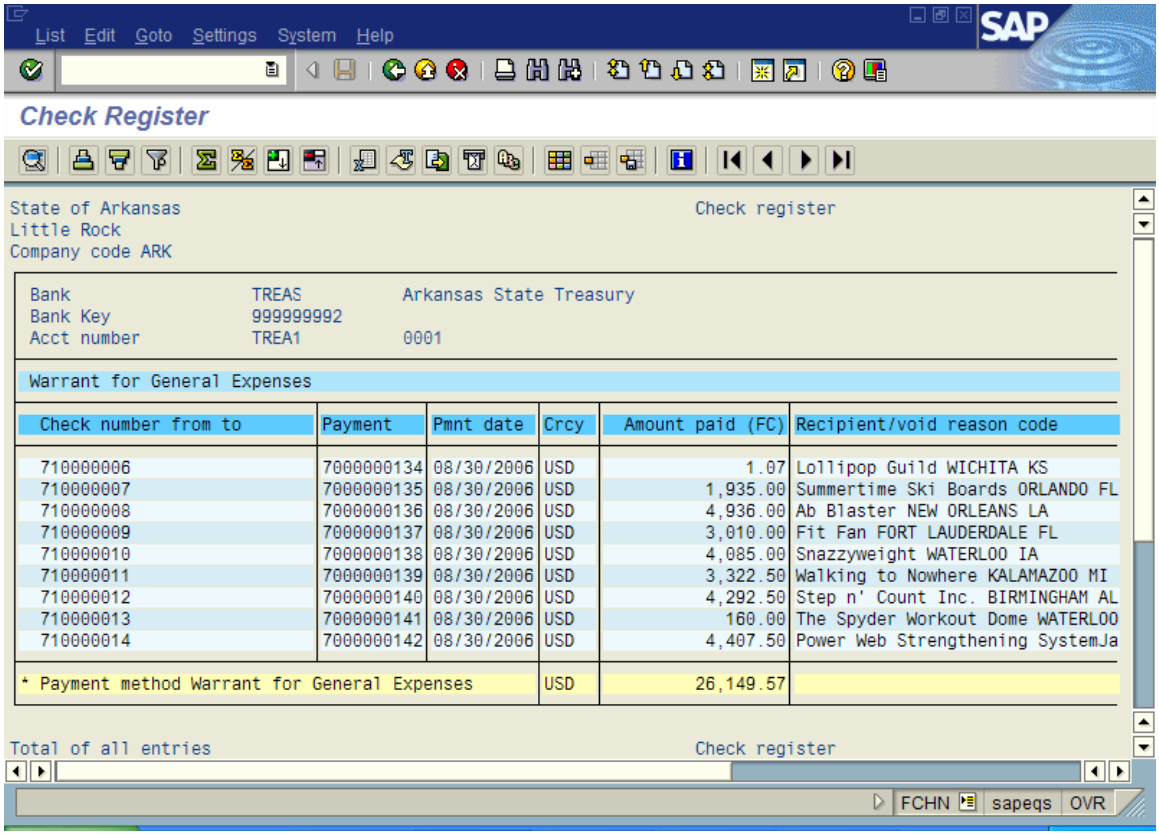


Use the Further selections tab to narrow down your selection as much as possible. (Remember that you are extracting information for the entire state.)

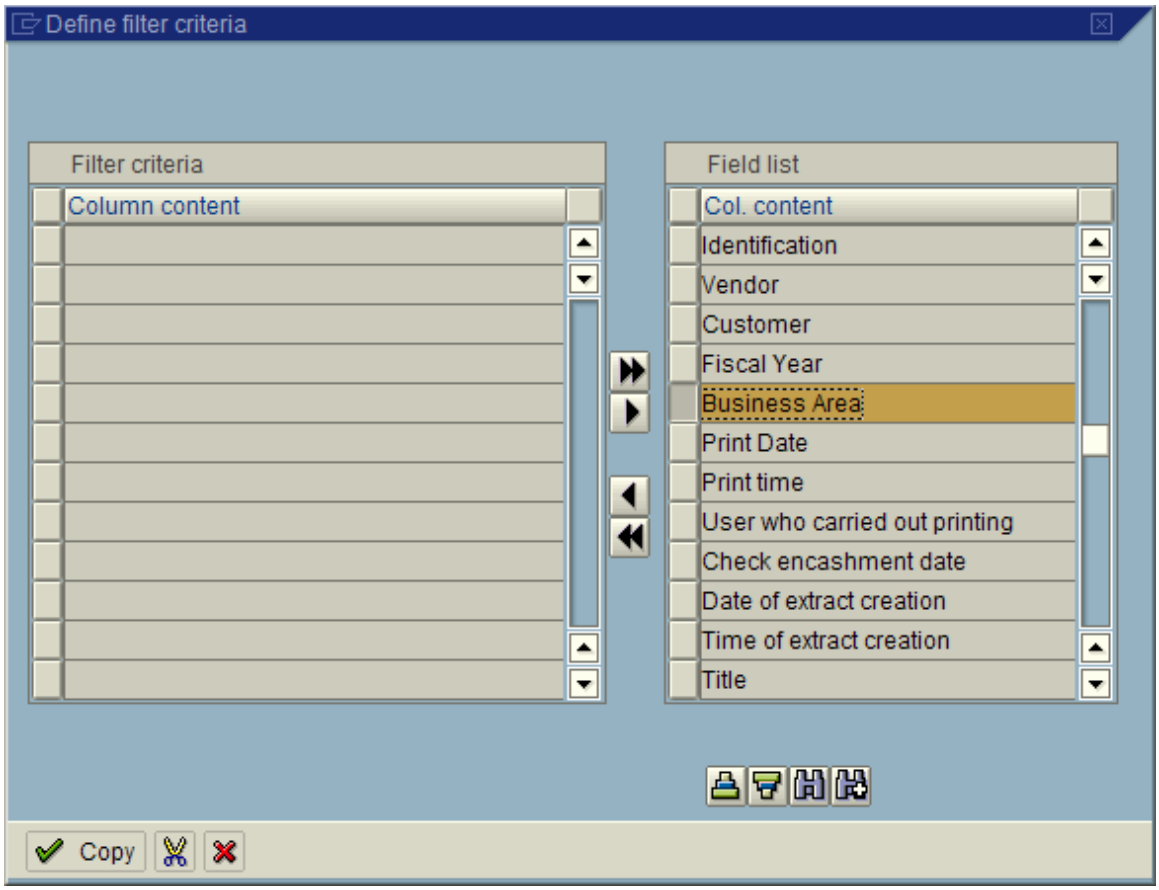


After making your selections, execute the report.

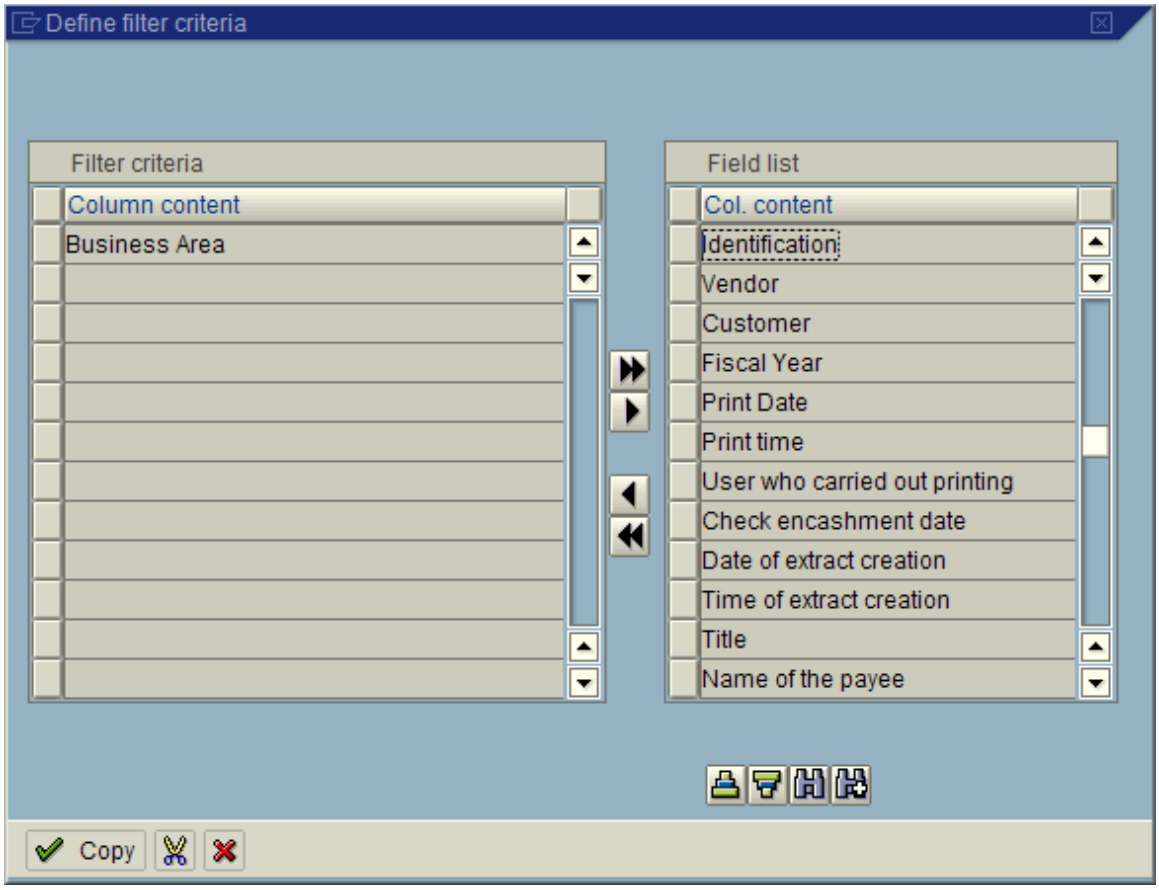
The report displays a list of warrants included in the payment run selected. To narrow the report for your agency, click the filter button.



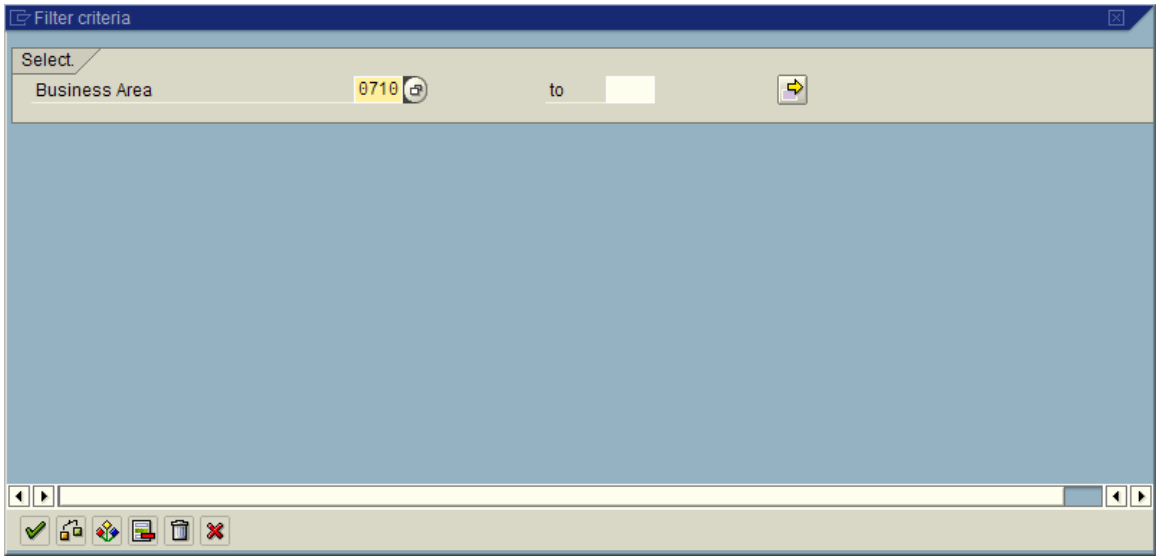
Highlight the Business Area selection and use the left facing arrow to move it into the filter criteria field.



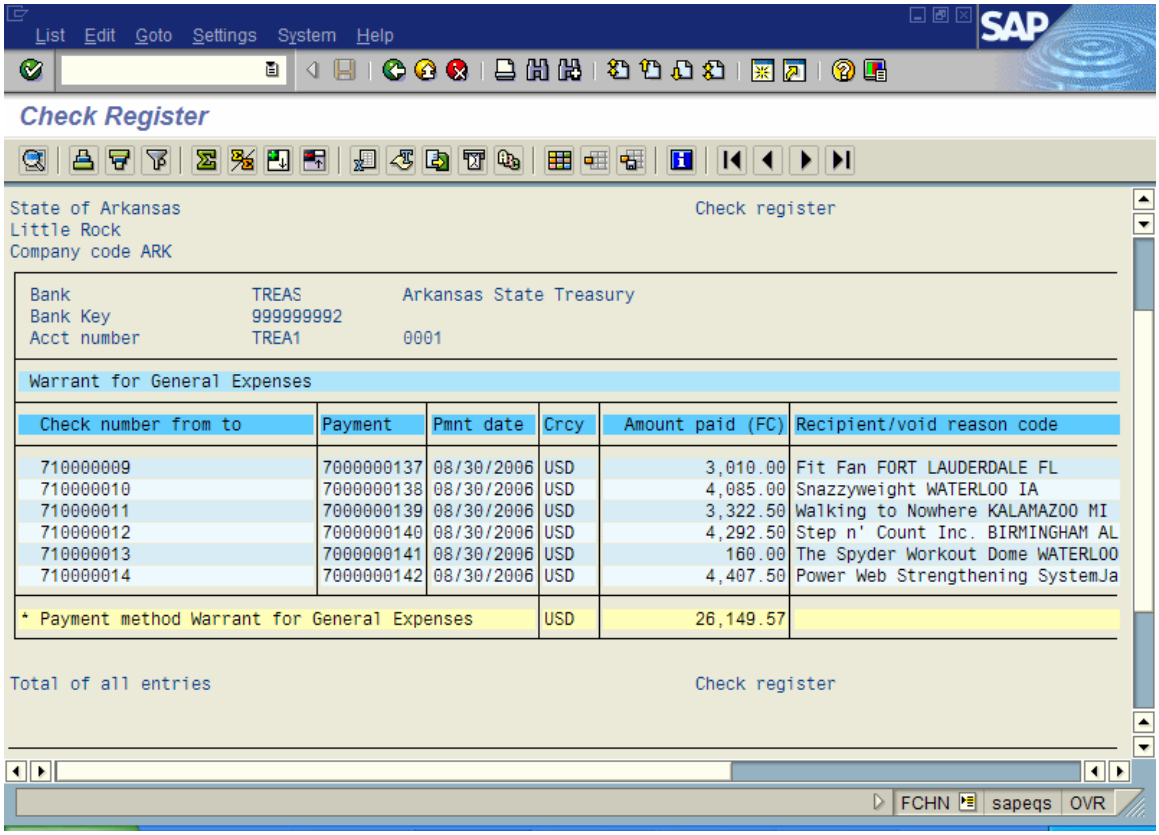
Click the Copy button to confirm Business Area as a Filter criteria.



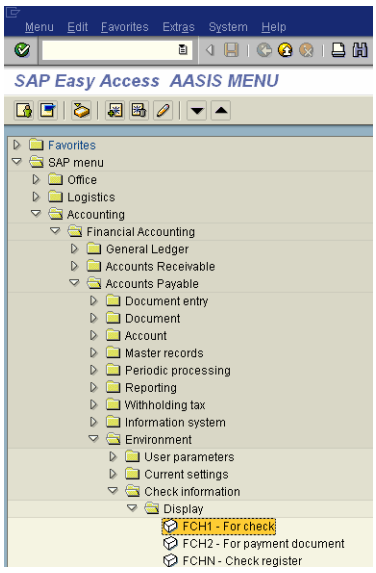
Enter your Business Area and press the Enter key or click the green check.



Only the warrants for the selected business area are displayed.



Display Warrant FCH1



This transaction allows you to display a single warrant.

The company code is always ARK

The house bank is TREAS

Enter Account ID TREA1

Enter the number of the warrant that you wish to view.

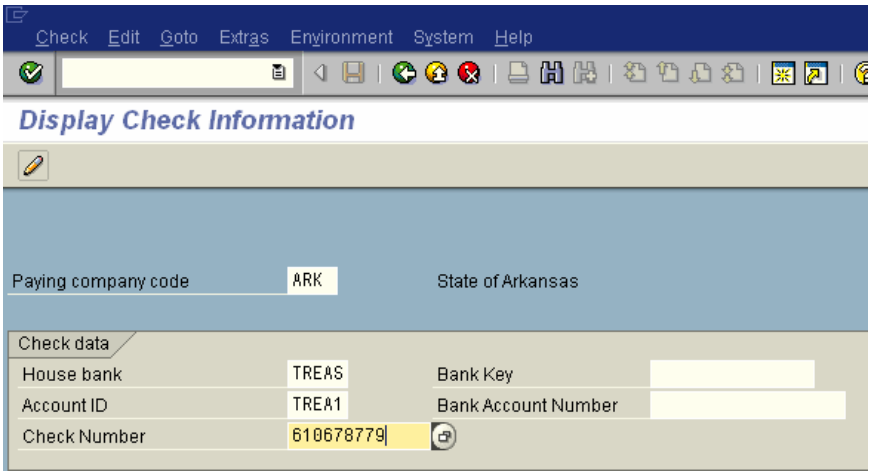
Notes about warrant numbering:

The first number indicates the last digit of the fiscal year (7=2007)

The second number indicates the payment method:

Payment Method	Description	Second Number on Wt
A	ACH	2
I	I/T WARRANT	7
R	I/T ACH	8
W	WARRANT	1
B	3RD PARTY ACH	6
D	EMPLOYEE ACH	4
P	EMPLOYEE WARRANT	3
Q	3RD PARTY WARRANT	5

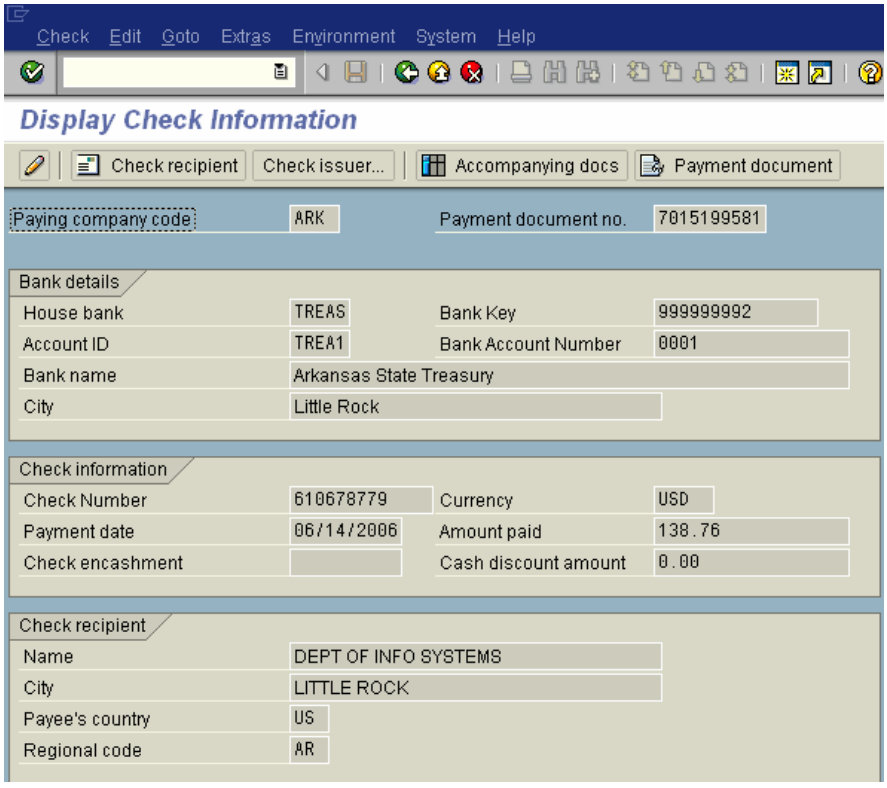
Thus, number 710043255 is a 2007 (first number 7) warrant (second number 1)



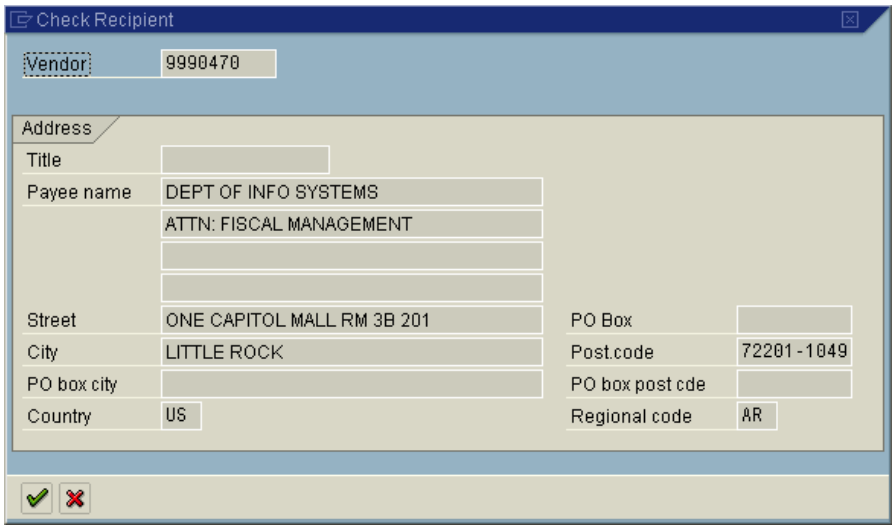
The report displays the following information:

The payment document number, the payment date, the amount paid, the encashment date, if any, and the identity of the check recipient.

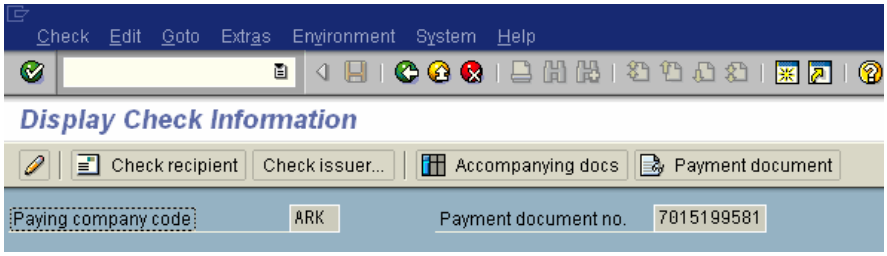
Click the Check recipient button for more information.



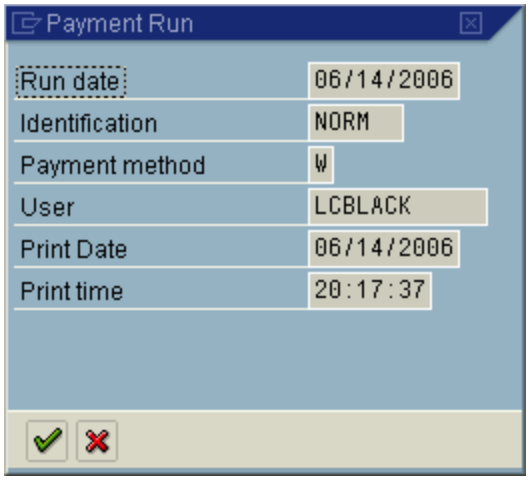
The address of the check recipient is displayed. Click the red X to close this screen.



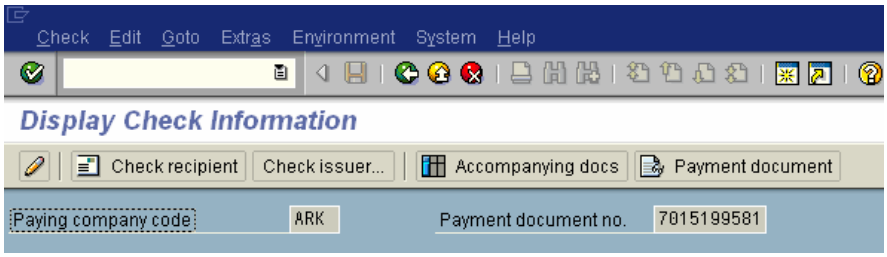
Click the Check issuer button for more information.



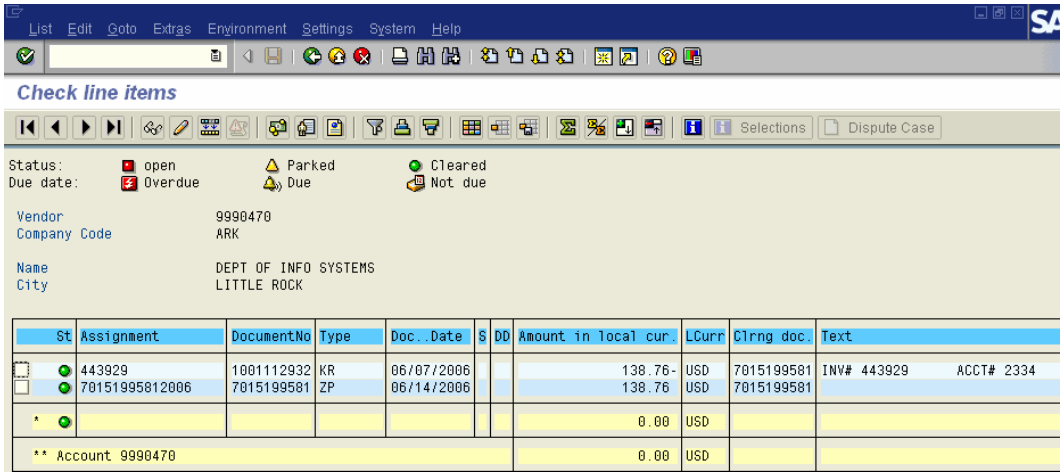
AASIS displays the run date, identification, payment method, user id, print date and time. Click the red X to close this screen.



Click the accompanying docs button to continue.

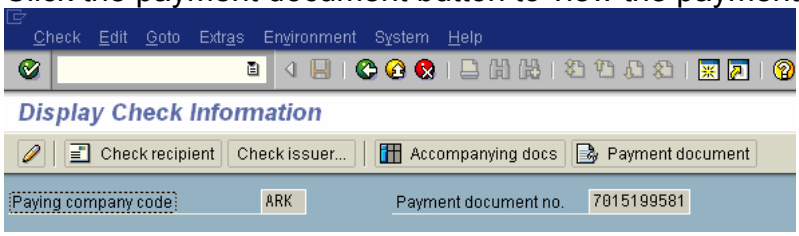


The accompanying docs screen displays the check line items. You can view the vendor, document number, document type, date, amount, currency, clearing document number and text.

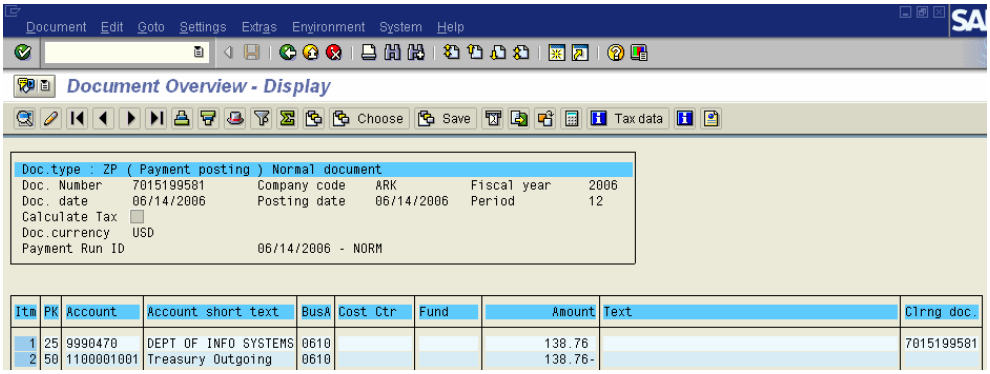


Click the back button to return to the Check Information display screen.

Click the payment document button to view the payment document.



AASIS displays the payment document.

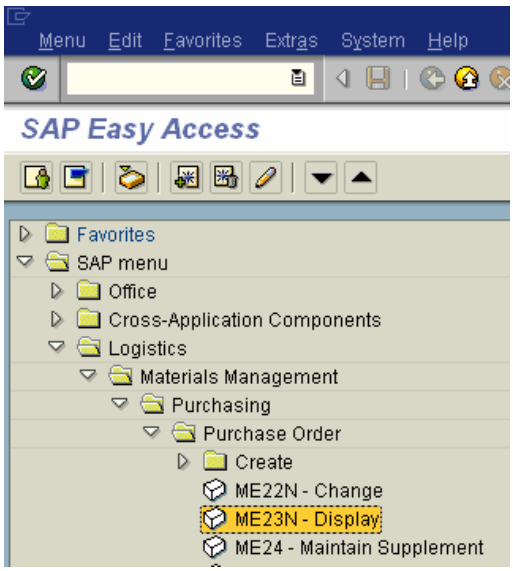


Accounts Payable Basics – Logistics Invoice Verification Process

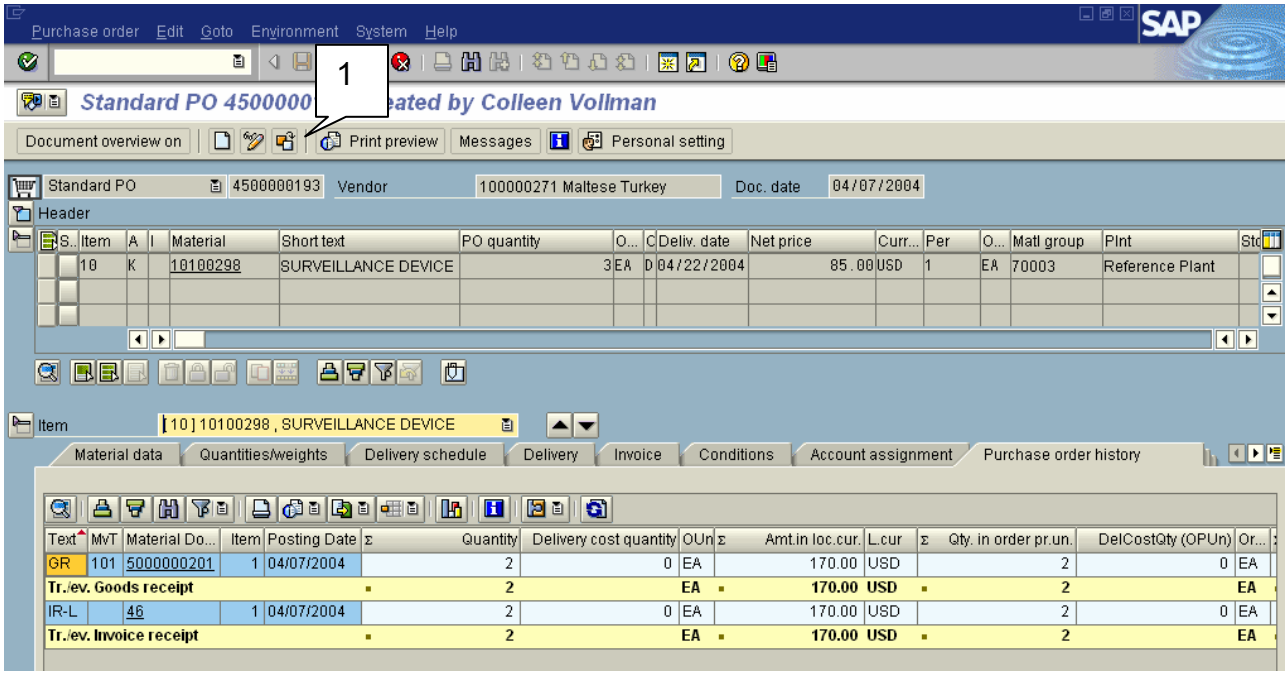
MM Reporting

Purchase Order Display ME23N

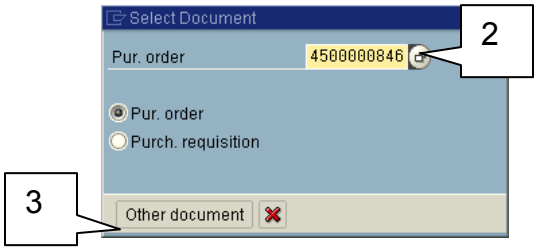
You use this transaction to display information on a particular purchase order. You can view to see if the PO has been approved. If the PO has any follow-on documents you can view the purchase order history.



1. Click the other purchase order button to select a purchase order to view.

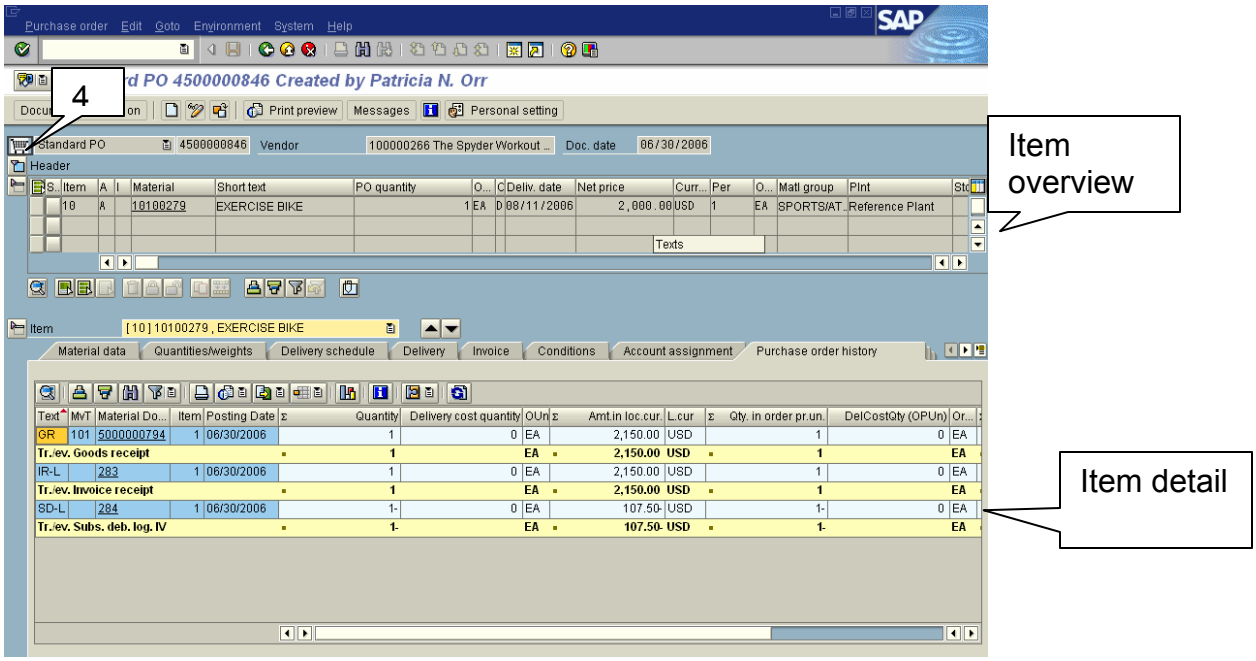


2. Enter the desired purchase order number or click the match code to select it.
3. Click the Other document button.



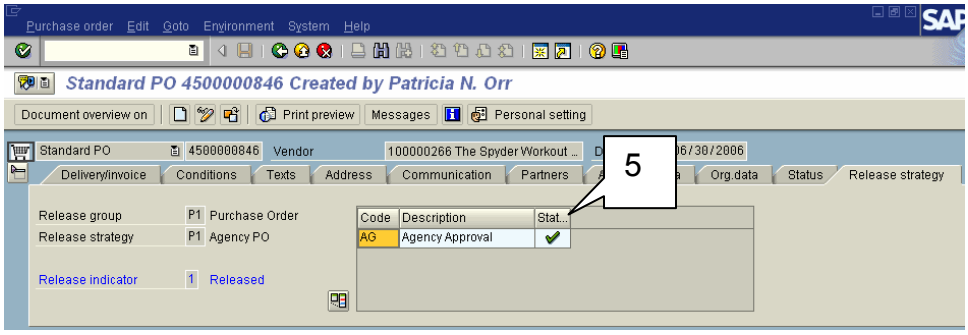
The purchase order has three sections: the header, the item overview, and the item detail.

4. Click the “Expand header” button to continue.



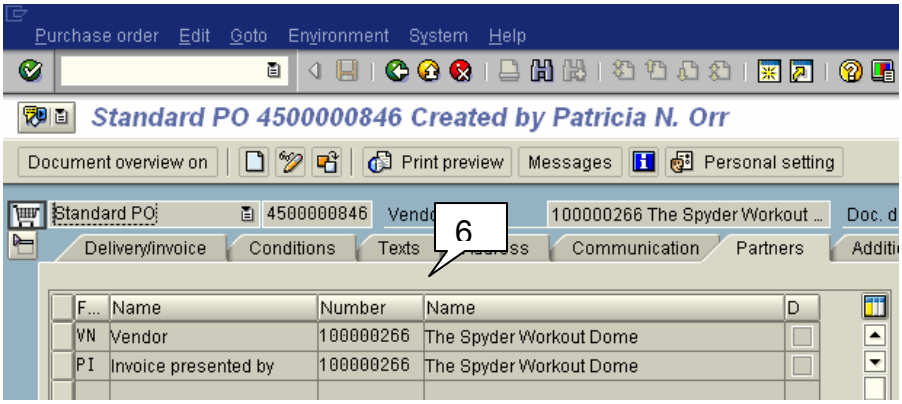
The release strategy tab shows that agency approval has been activated. (That means it has been released.)

5. Click the Partners tab to view invoicing information.

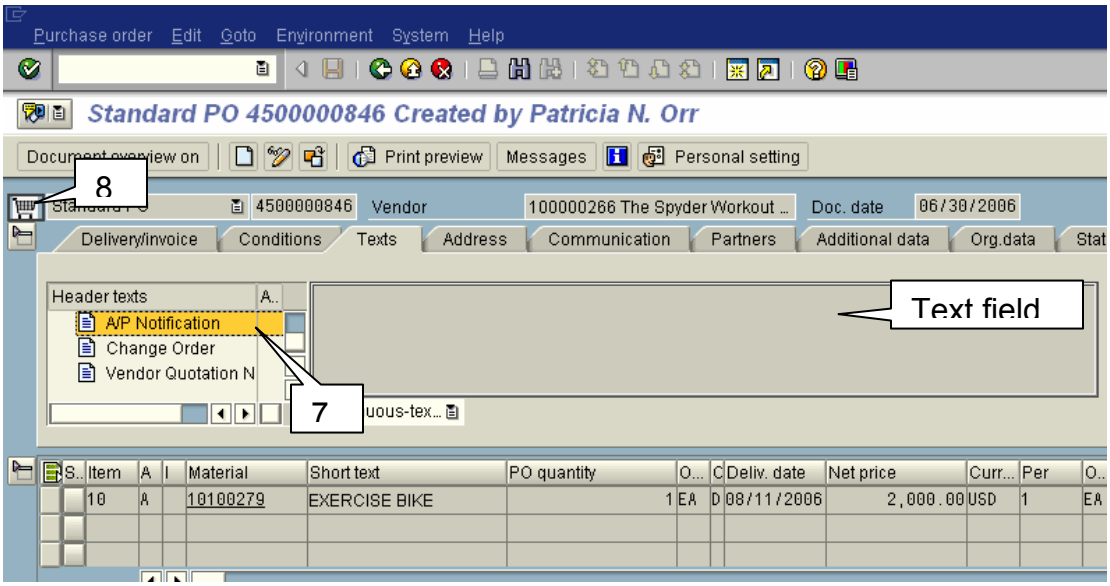


f an invoice payment is to be sent to a different vendor than the one on the purchase order, that information will be shown on the partners tab.

6. Click the Texts tab to see if any text information has been entered for the purchase order.

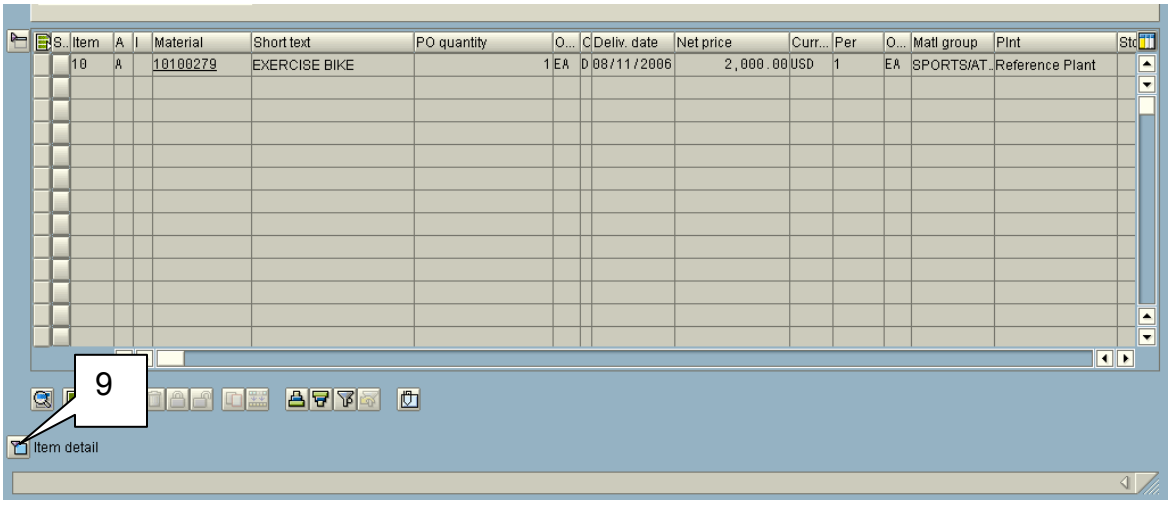


7. Choose the display line for AP Notification to see if any text has been entered for Accounts Payable.
8. Click the item overview tab to continue.



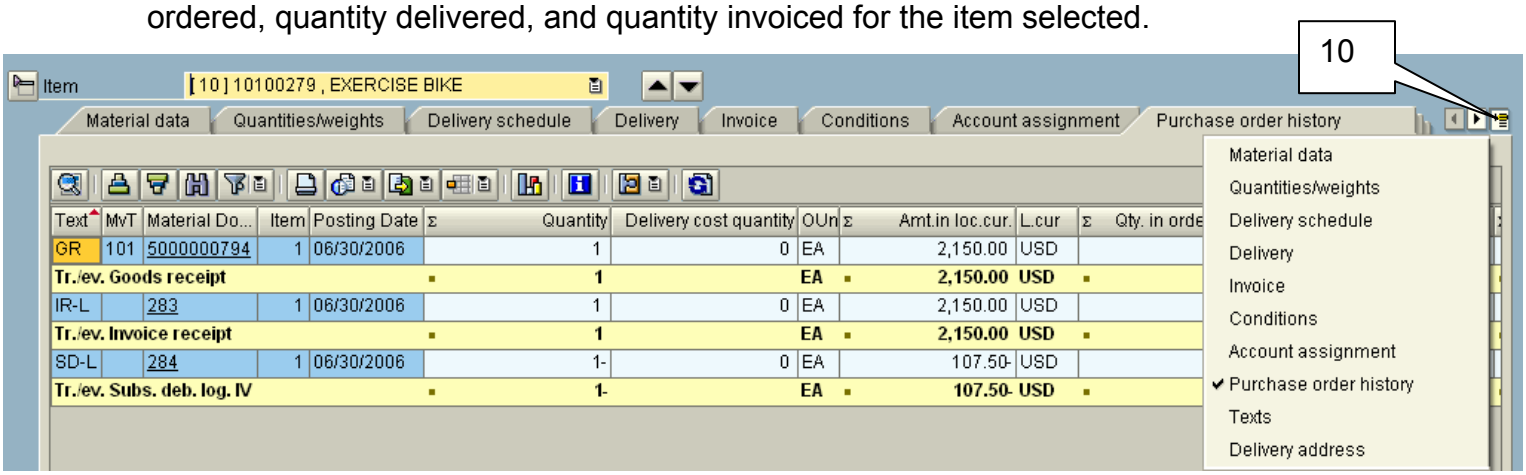
The item overview lists each item, account assignment information material, short text, quantity, and price.

9. Click to open the item detail section.



10. Click the drop down button to select a tab.

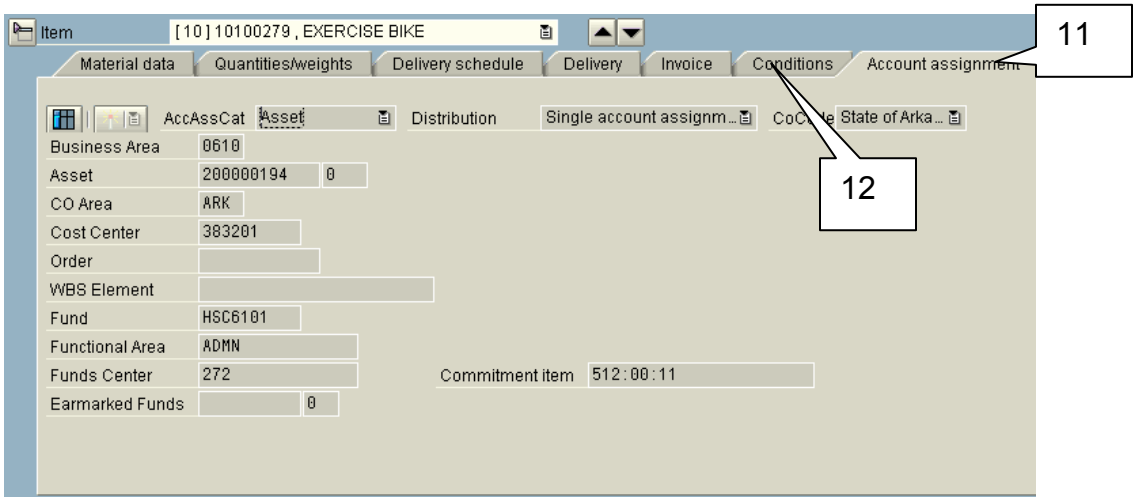
In this example, Purchase order history is selected. This will show the quantity ordered, quantity delivered, and quantity invoiced for the item selected.



11. Click the Account assignment tab to continue.

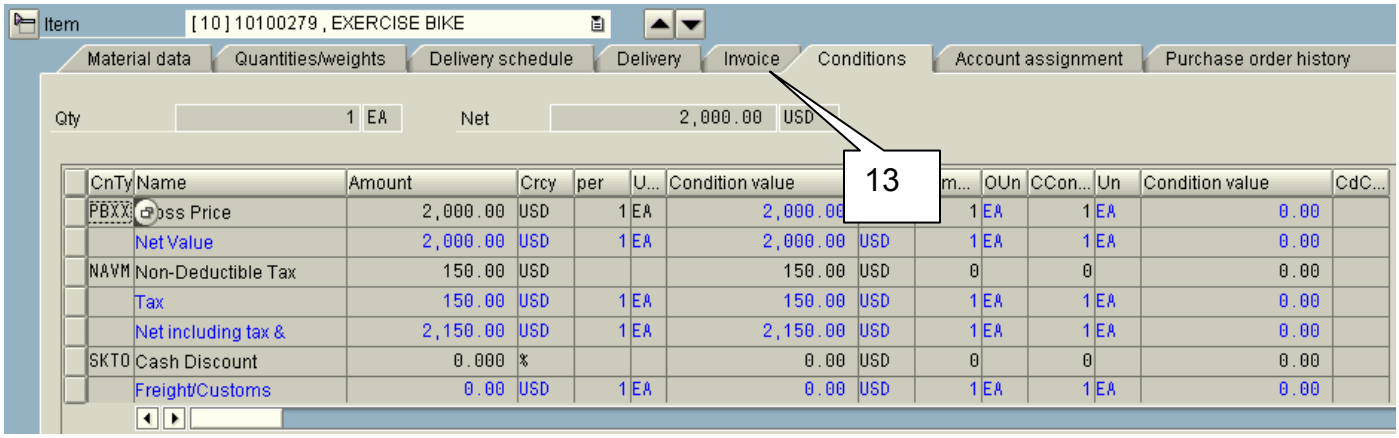
The Account assignment tab lists cost center, fund, funds center, functional area, commitment item, GL account code or asset number.

12. Click the Conditions tab to continue.



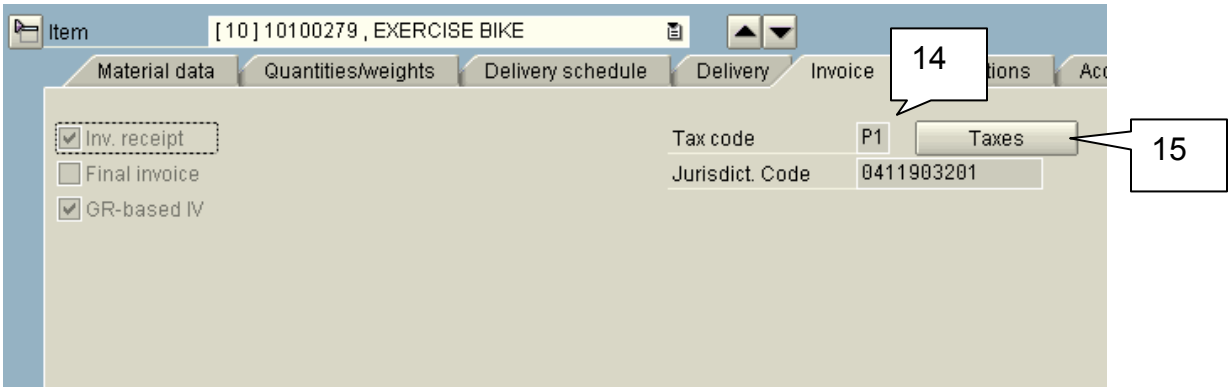
You can view taxes, discounts, freight charges, etc. for the line item in the conditions tab. There is also a conditions tab in the header which contains these items for the entire purchase order.

13. Click the invoice tab to continue.

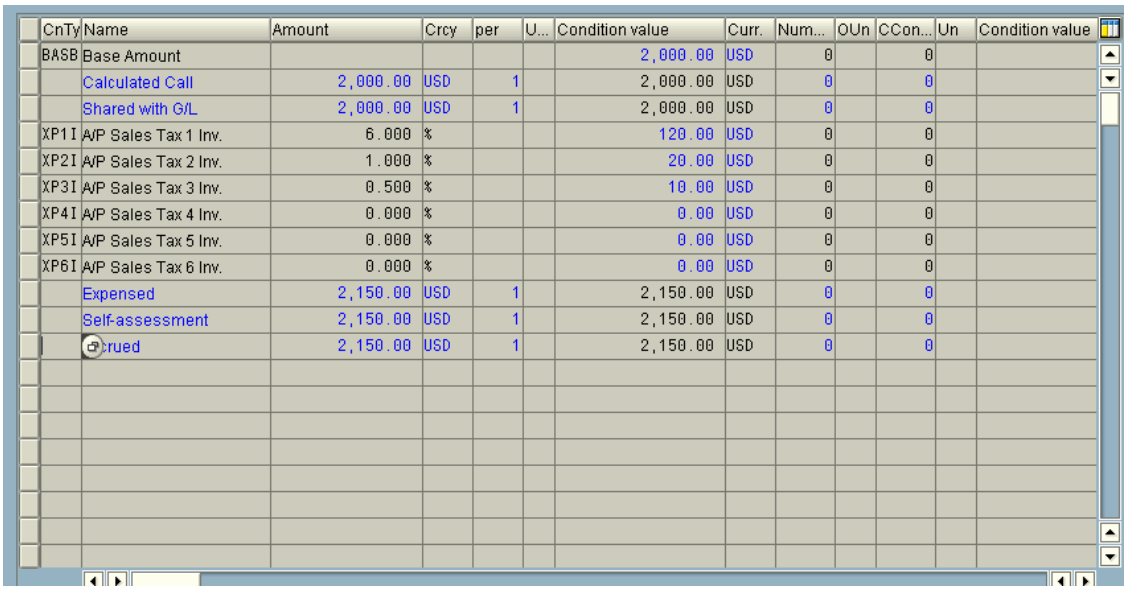


14. View the tax code for the purchase order on the Invoice tab. Be sure that the tax code on the purchase order matches the one on the invoice.

15. Click the taxes button to continue.



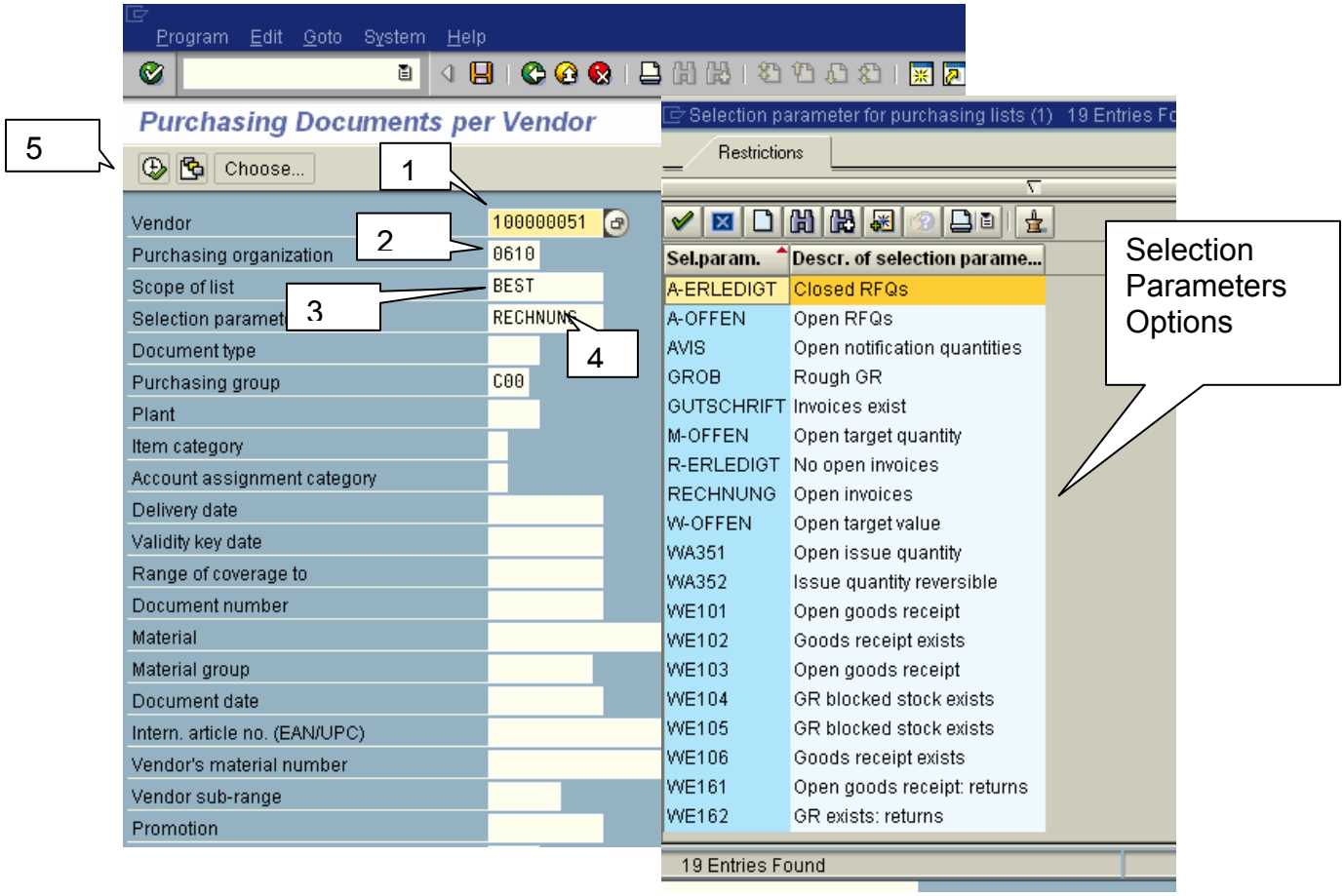
A pop up box displays the applicable tax percentages and amounts.



CnTy	Name	Amount	Crcy	per	U...	Condition value	Curr.	Num...	OUn	CCon...	Un	Condition value
BASB	Base Amount					2,000.00	USD	0		0		
	Calculated Call	2,000.00	USD	1		2,000.00	USD	0		0		
	Shared with G/L	2,000.00	USD	1		2,000.00	USD	0		0		
XP1I	A/P Sales Tax 1 Inv.	6.000	%			120.00	USD	0		0		
XP2I	A/P Sales Tax 2 Inv.	1.000	%			20.00	USD	0		0		
XP3I	A/P Sales Tax 3 Inv.	0.500	%			10.00	USD	0		0		
XP4I	A/P Sales Tax 4 Inv.	0.000	%			0.00	USD	0		0		
XP5I	A/P Sales Tax 5 Inv.	0.000	%			0.00	USD	0		0		
XP6I	A/P Sales Tax 6 Inv.	0.000	%			0.00	USD	0		0		
	Expensed	2,150.00	USD	1		2,150.00	USD	0		0		
	Self-assessment	2,150.00	USD	1		2,150.00	USD	0		0		
	Accrued	2,150.00	USD	1		2,150.00	USD	0		0		

List Display by Vendor ME2L

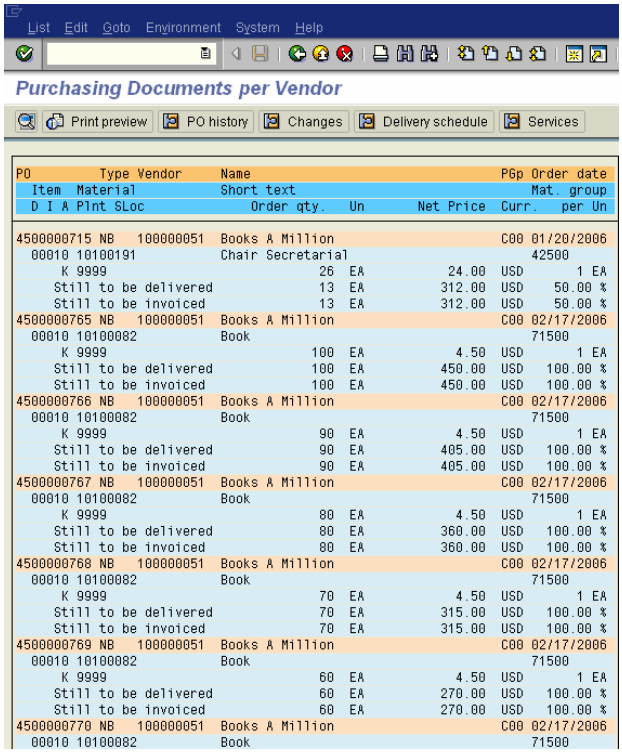
1. Enter a vendor number or use the match code to select one.
2. Enter your purchasing organization.
3. Make a selection in Scope of list field. This will determine the display layout.
4. Click the match code to make a selection in the Selection parameters field.
5. Execute the report.



A list of purchasing documents is displayed according to your specifications.

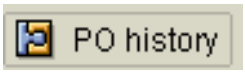
Double-click a purchasing document from the list to display it.

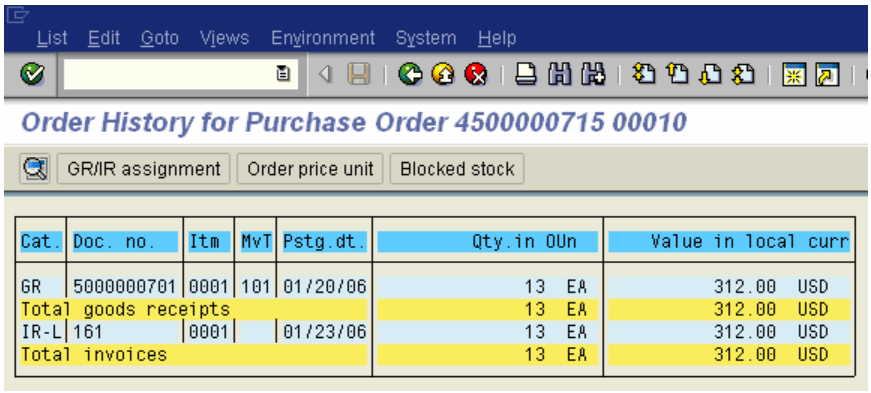
You can also select an item from the list and use the buttons at the top to display more information about it.



PO / Item	Type	Material / Short text	Plnt	SLoc	Order qty.	Un	Net Price	Curr.	PGp / Mat. group	Order date / per Un
4500000715	NB	100000051 Books A Million						C00		01/20/2006
00010	10100191	Chair Secretarial								42500
K	9999				26	EA	24.00	USD		1 EA
Still to be delivered					13	EA	312.00	USD		50.00 %
Still to be invoiced					13	EA	312.00	USD		50.00 %
4500000765	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500
K	9999				100	EA	4.50	USD		1 EA
Still to be delivered					100	EA	450.00	USD		100.00 %
Still to be invoiced					100	EA	450.00	USD		100.00 %
4500000766	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500
K	9999				90	EA	4.50	USD		1 EA
Still to be delivered					90	EA	405.00	USD		100.00 %
Still to be invoiced					90	EA	405.00	USD		100.00 %
4500000767	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500
K	9999				80	EA	4.50	USD		1 EA
Still to be delivered					80	EA	360.00	USD		100.00 %
Still to be invoiced					80	EA	360.00	USD		100.00 %
4500000768	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500
K	9999				70	EA	4.50	USD		1 EA
Still to be delivered					70	EA	315.00	USD		100.00 %
Still to be invoiced					70	EA	315.00	USD		100.00 %
4500000769	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500
K	9999				60	EA	4.50	USD		1 EA
Still to be delivered					60	EA	270.00	USD		100.00 %
Still to be invoiced					60	EA	270.00	USD		100.00 %
4500000770	NB	100000051 Books A Million						C00		02/17/2006
00010	10100082	Book								71500

The P O history button displays the number of items received and invoiced.

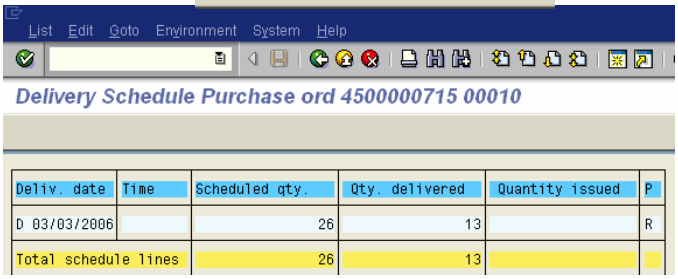




Cat.	Doc. no.	Itm	MvT	Pstg.dt.	Qty.in OUn	Value in local curr
GR	5000000701	0001	101	01/20/06	13 EA	312.00 USD
Total goods receipts					13 EA	312.00 USD
IR-L	161	0001		01/23/06	13 EA	312.00 USD
Total invoices					13 EA	312.00 USD

The Changes button displays changes.

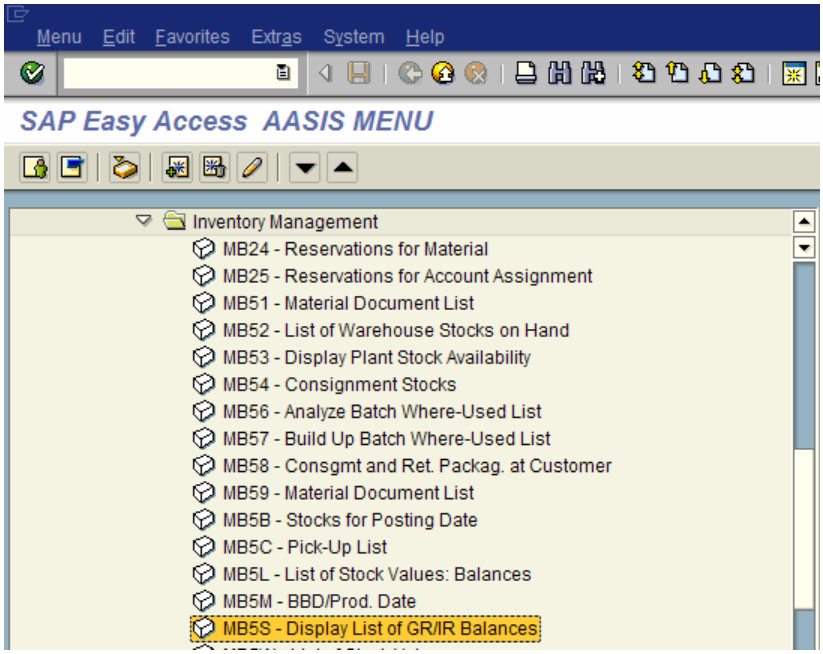
The Delivery Schedule button displays the delivery date and number of items delivered.



Deliv. date	Time	Scheduled qty.	Qty. delivered	Quantity issued	P
D 03/03/2006		26	13		R
Total schedule lines		26	13		

Display List of GR/IR Balances MB5S

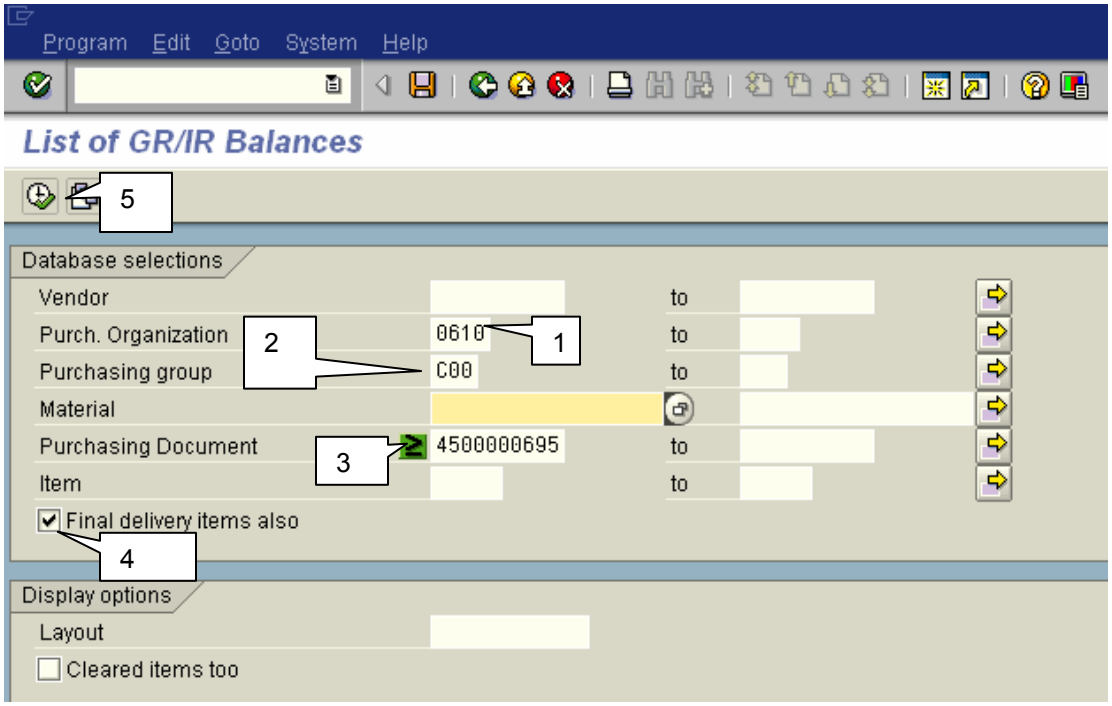
This report will let you view a list of your Goods Receipt/Invoice Receipt (GR/IR) balances.



Selecting the Report

1. Enter the purchase organization number.
2. Enter the purchasing group number.
3. The output can be restricted to documents created in a specific fiscal year by entering the first PO created in that fiscal year. Double click in the "Purchasing Document" field and select the symbol "Greater than or equal to".
4. The checkmark will default into the Final delivery items also. Do not remove.
5. Click the "execute" icon to continue.

NOTE: You can run the report ME2N to locate the first PO number created in the fiscal year for your business area. Run it by PO document date.



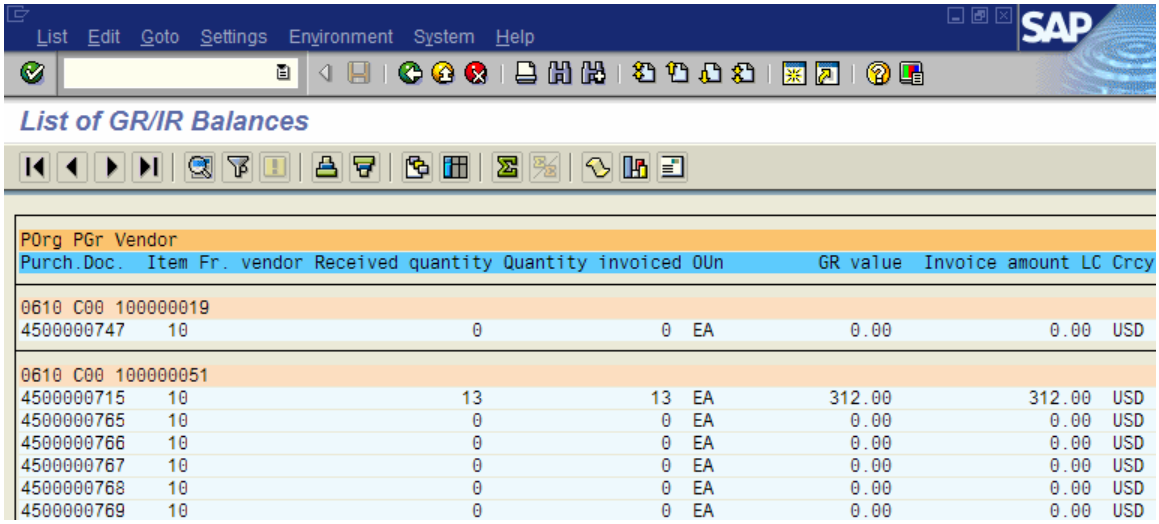
Viewing the Report

The list shows purchase orders where Goods Receipt (GR) quantities and Invoice Receipt (IR) quantities do not balance.

You can view the Purchasing Organization, Purchasing Group, Vendor, Purchasing Document Number, Item Number, Received Quantity, Quantity Invoiced (the IR quantity and amount will be zero if no invoice receipt was posted for items received), Unit of Measure, GR Value, Invoice Amount, and Currency.

This information can be used to determine if errors have occurred in posting goods receipts and/or invoice receipts or to determine open purchase orders where goods receipts have been posted and agencies are still awaiting the vendor invoice.

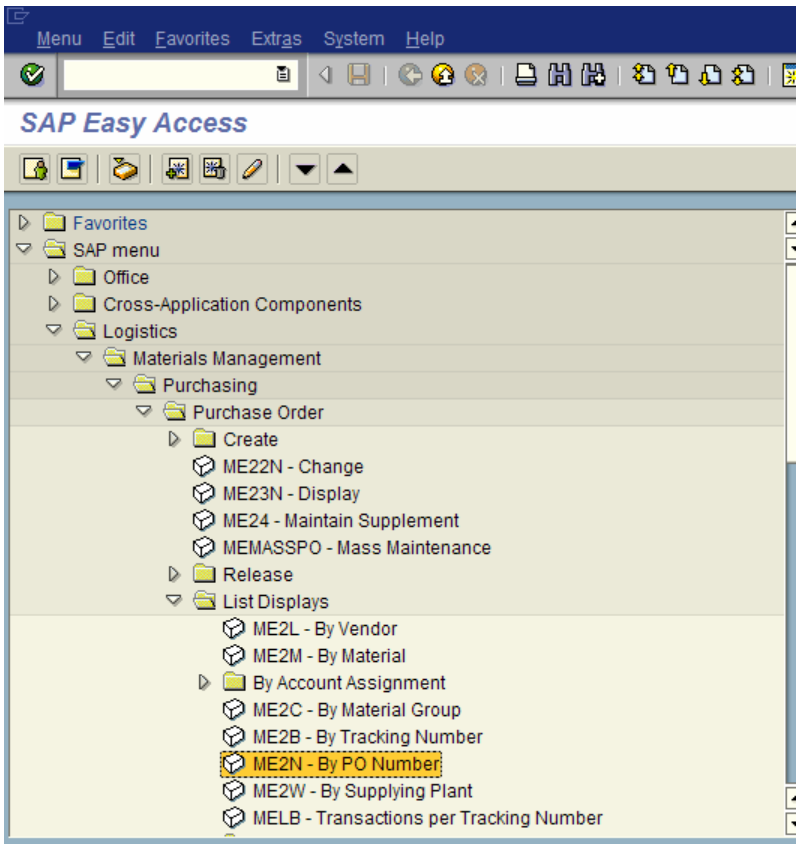
You may double click on any PO line to drill into the PO display transaction to view purchase order history associated with that line.



POrg	PGr	Vendor	Purch.Doc.	Item	Fr. vendor	Received quantity	Quantity invoiced	OUn	GR value	Invoice amount LC	Crcy
0610	C00	100000019									
			4500000747	10		0	0	EA	0.00	0.00	USD
0610	C00	100000051									
			4500000715	10		13	13	EA	312.00	312.00	USD
			4500000765	10		0	0	EA	0.00	0.00	USD
			4500000766	10		0	0	EA	0.00	0.00	USD
			4500000767	10		0	0	EA	0.00	0.00	USD
			4500000768	10		0	0	EA	0.00	0.00	USD
			4500000769	10		0	0	EA	0.00	0.00	USD

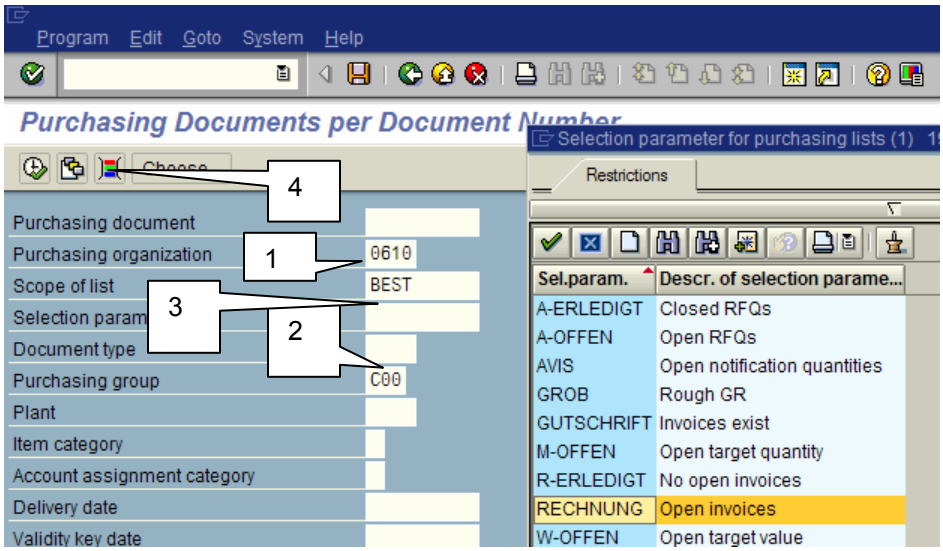
Purchasing Documents per Document Number ME2N

Run transaction ME2N to find Purchase Orders with open goods receipts as well as open invoices. This report does not contain account assignment information. Use “Dynamic Selection” and “Selection Options” to narrow the search to identify all open purchase orders. ME2N provides drill down capability.

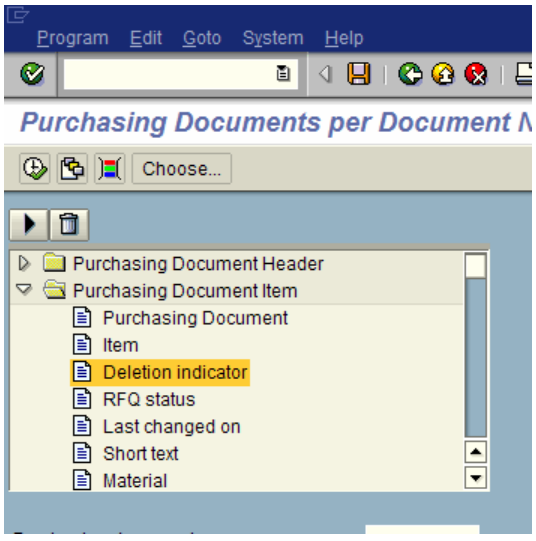


Selecting the Report

1. Enter the Purchasing Organization.
2. Enter the Purchasing Group.
3. Place the cursor in the “Selection parameters” box and click the match code (drop-down button) to search. Select “RECHUNG”. This will exclude all PO’s which have been completely receipted and invoiced.
4. Click the Dynamic Selections Button to continue.

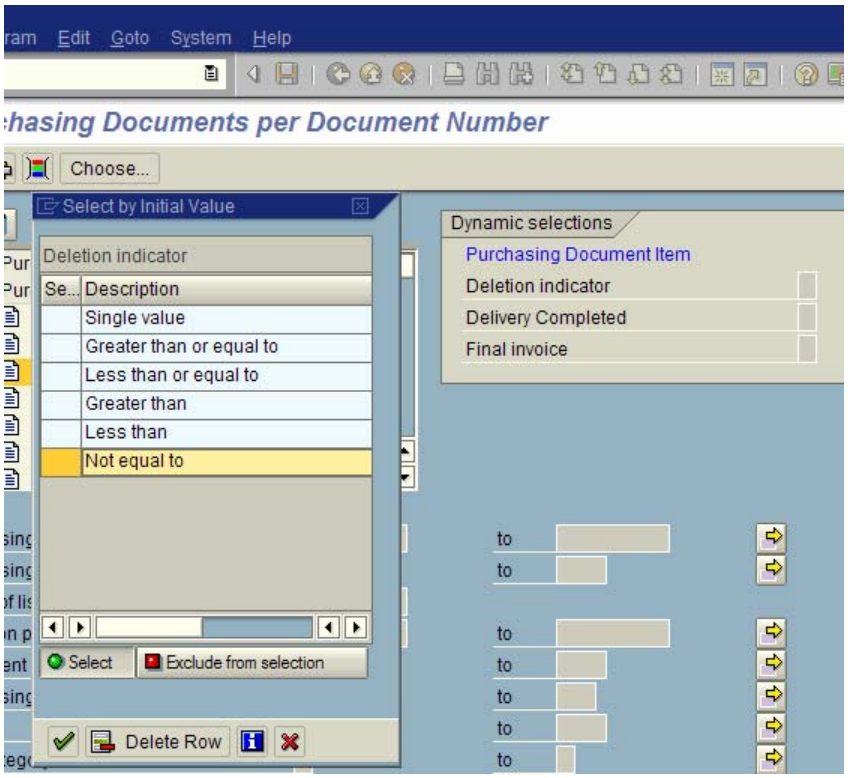


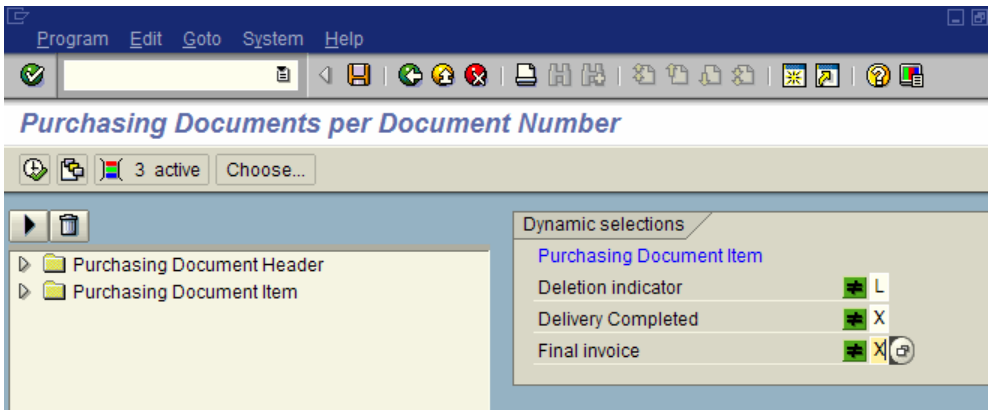
The report should include purchase orders in which the items have not been deleted or the final invoice and delivery complete indicators have not been set. To select these fields, open the Purchasing Document item folder. Click on “Deletion indicator”. Hold down the control key and click on “Delivery completed” and “Final invoice”. (You will have to scroll down to find “Final invoice” and “Delivery complete”). All of these items should be highlighted. Click on the black arrow facing to the right to continue.



Selecting the Report (Continued)

Place the cursor in the “Deletion indicator” box and double click. A pop up box will appear. Select “not equal to”, green check, and then type an “L” in the “Deletion indicator” box. This tells the system that you want to see purchase orders that have not been deleted.





Repeat the selection options/not equal to process in the “Delivery completed” and “Final invoice” boxes, except this time place an “X” in each box. This will eliminate any PO that has had “Final Invoice” and “Delivery Complete” indicators set. Execute the report to continue.

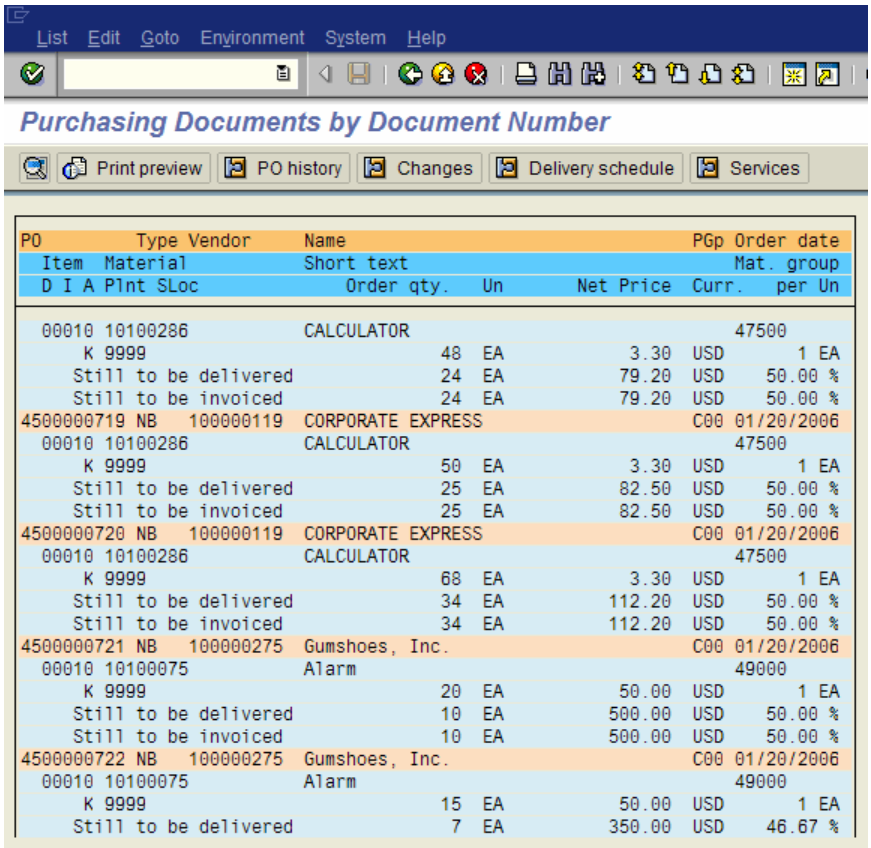
Viewing the Report

The report will only include current open purchase orders. Since this is a drill down report, you can double click on a purchase order number to view the actual document.

From this report, you can see the status of the POs listed on the report. For example, if the purchase order shows that there are no more materials still to be delivered but still some to be invoiced, then you should examine the date of the purchase order and the date of the receipt. If sufficient time has passed for the vendor to have sent an invoice, then you should check to see if the invoice was paid using a direct invoice (FB60). If no invoice was received then the vendor should be contacted to obtain the invoice for the purchase order.

NOTE: If the vendor invoice was paid through transaction FB60, you will make sure the MM document are deleted, starting with the Goods Receipt, and going all the way back to the requisition.

Reversing a Goods Receipt for an asset will reduce the value of the asset. If reversing due to payment through a FB60, then an expense error correction would be needed to restore the value to the asset. Contact your Asset Management Specialist.

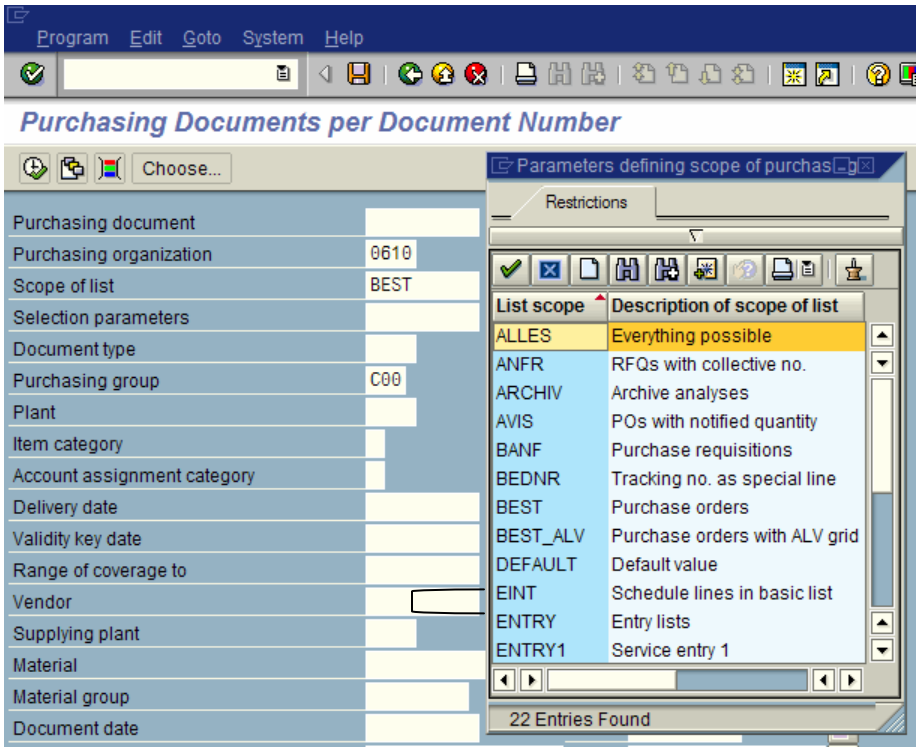

List Edit Goto Environment System Help

Purchasing Documents by Document Number

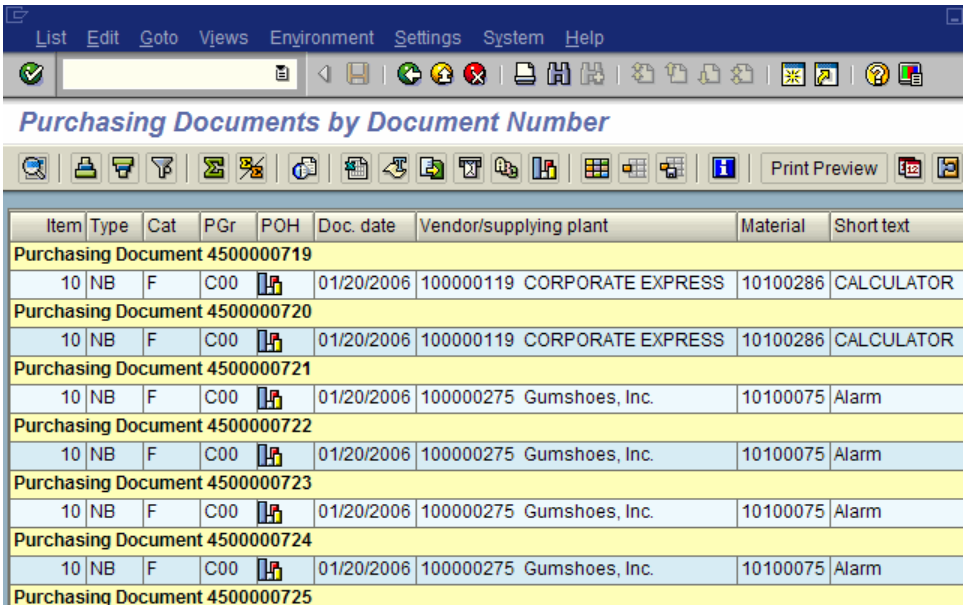
Print preview | PO history | Changes | Delivery schedule | Services

PO / Item / D	Type / Material / I	Vendor / A	Name / Short text / Plnt	SLoc	Order qty.	Un	Net Price	Curr.	PGp / Mat. group / per Un	Order date
00010	10100286		CALCULATOR						47500	
K	9999				48	EA	3.30	USD	1	EA
Still to be delivered					24	EA	79.20	USD	50.00	%
Still to be invoiced					24	EA	79.20	USD	50.00	%
4500000719	NB		100000119	CORPORATE EXPRESS					C00	01/20/2006
00010	10100286		CALCULATOR						47500	
K	9999				50	EA	3.30	USD	1	EA
Still to be delivered					25	EA	82.50	USD	50.00	%
Still to be invoiced					25	EA	82.50	USD	50.00	%
4500000720	NB		100000119	CORPORATE EXPRESS					C00	01/20/2006
00010	10100286		CALCULATOR						47500	
K	9999				68	EA	3.30	USD	1	EA
Still to be delivered					34	EA	112.20	USD	50.00	%
Still to be invoiced					34	EA	112.20	USD	50.00	%
4500000721	NB		100000275	Gumshoes, Inc.					C00	01/20/2006
00010	10100075		Alarm						49000	
K	9999				20	EA	50.00	USD	1	EA
Still to be delivered					10	EA	500.00	USD	50.00	%
Still to be invoiced					10	EA	500.00	USD	50.00	%
4500000722	NB		100000275	Gumshoes, Inc.					C00	01/20/2006
00010	10100075		Alarm						49000	
K	9999				15	EA	50.00	USD	1	EA
Still to be delivered					7	EA	350.00	USD	46.67	%

"BEST" will default in the "Scope of list" field. This will bring up the view that is on the previous page.



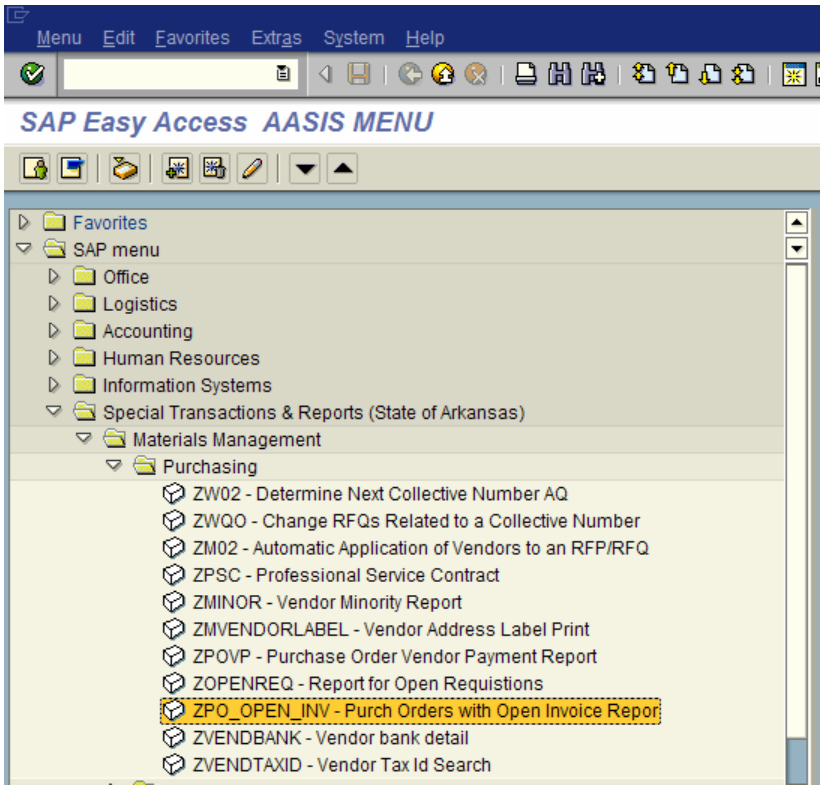
If you enter "BEST_ALV" in the "Scope of list" field the display will look as follows:



Item	Type	Cat	PGr	POH	Doc. date	Vendor/supplying plant	Material	Short text
Purchasing Document 4500000719								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000720								
10	NB	F	C00		01/20/2006	100000119 CORPORATE EXPRESS	10100286	CALCULATOR
Purchasing Document 4500000721								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000722								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000723								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000724								
10	NB	F	C00		01/20/2006	100000275 Gumshoes, Inc.	10100075	Alarm
Purchasing Document 4500000725								

Purchase Orders with Open Invoice Report ZPO_OPEN_INV

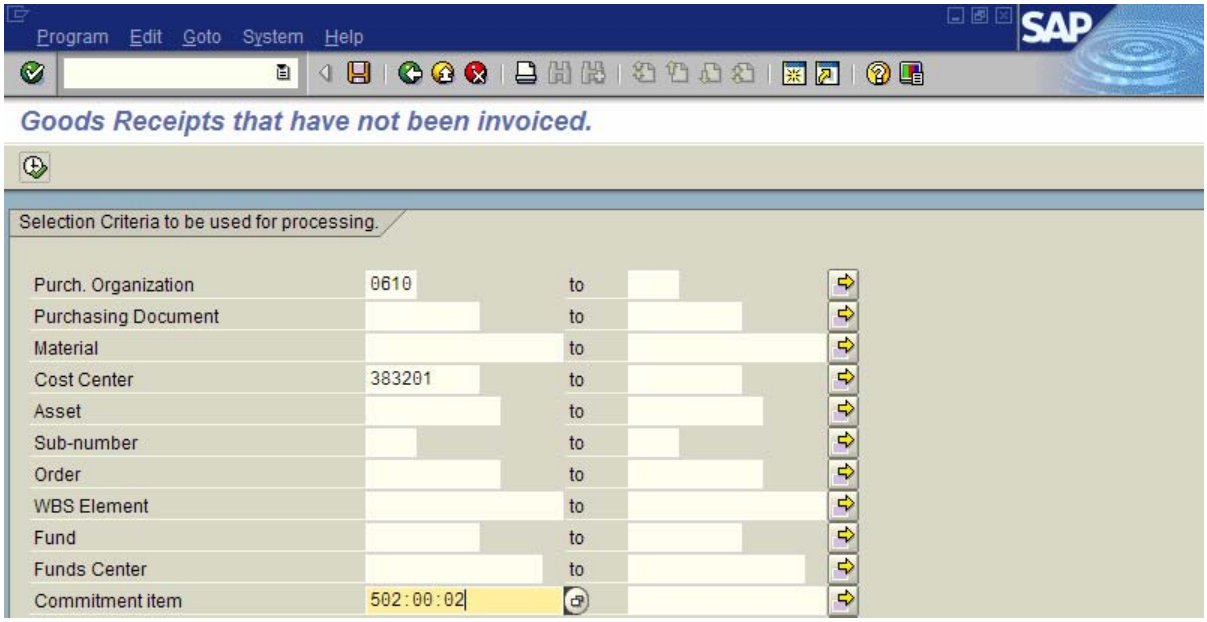
This report lists purchase orders for which goods receipts have been posted with no corresponding invoice receipt (MIRO). Possibly there is no corresponding invoice receipt because Transaction FB60 was used by mistake. This report looks at large amounts of data, so users should be specific in making report selections (run by cost center, if possible).



Selecting the Report

In this example, search criteria are purchasing organization, cost center and commitment item. Note the other options and the option of searching by range or multiple selections.

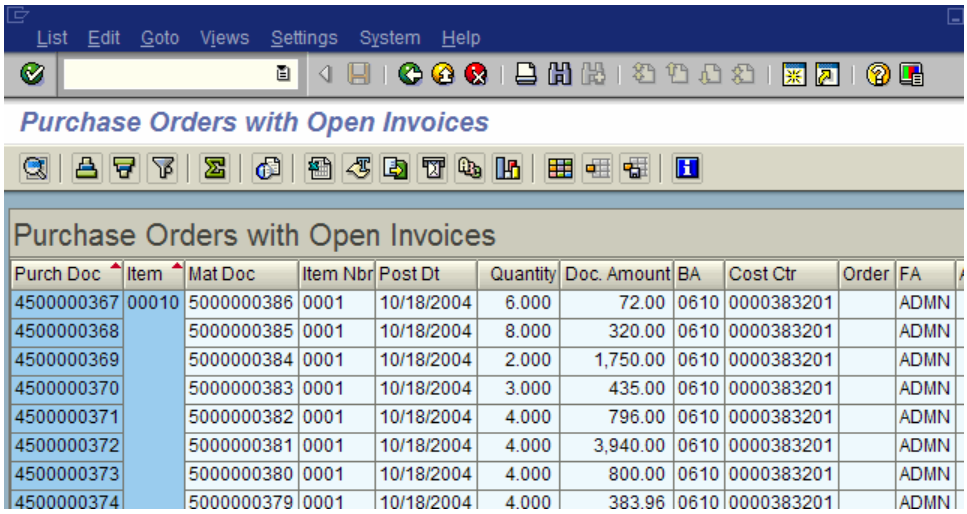
Execute to continue.



Viewing the Report

This report will display the purchase order and material document numbers, the posting date, quantity, amount, business area, cost center, internal order number (if applicable) and the functional area.

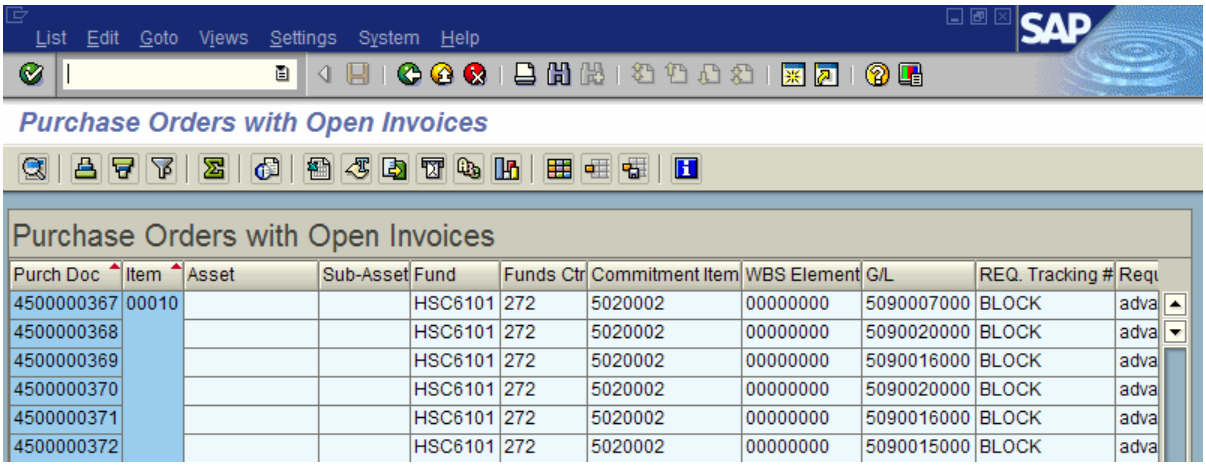
Scroll to the right to continue viewing.



Purch Doc	Item	Mat Doc	Item Nbr	Post Dt	Quantity	Doc. Amount	BA	Cost Ctr	Order	FA
4500000367	00010	5000000386	0001	10/18/2004	6.000	72.00	0610	0000383201		ADMN
4500000368		5000000385	0001	10/18/2004	8.000	320.00	0610	0000383201		ADMN
4500000369		5000000384	0001	10/18/2004	2.000	1,750.00	0610	0000383201		ADMN
4500000370		5000000383	0001	10/18/2004	3.000	435.00	0610	0000383201		ADMN
4500000371		5000000382	0001	10/18/2004	4.000	796.00	0610	0000383201		ADMN
4500000372		5000000381	0001	10/18/2004	4.000	3,940.00	0610	0000383201		ADMN
4500000373		5000000380	0001	10/18/2004	4.000	800.00	0610	0000383201		ADMN
4500000374		5000000379	0001	10/18/2004	4.000	383.96	0610	0000383201		ADMN

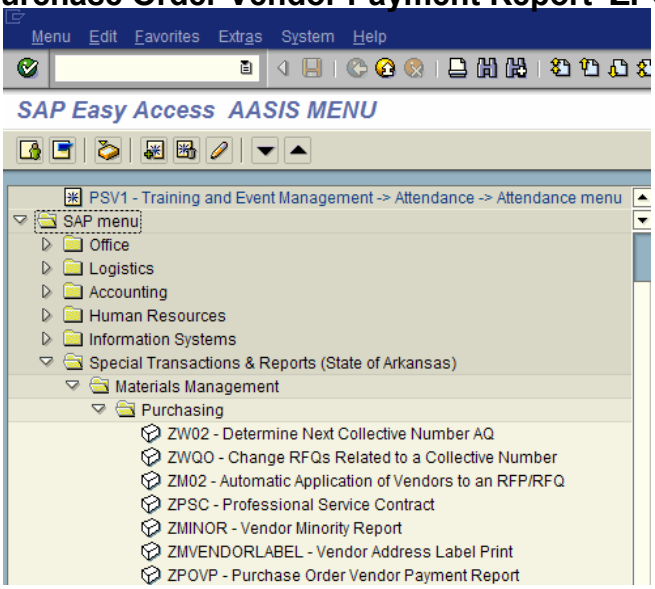
This report will also display the asset or sub-asset number (if applicable), fund, funds center, commitment item, WBS element (if applicable), G/L code, tracking number and requisitioner.

Remember, you cannot drill down from this report.



Purch Doc	Item	Asset	Sub-Asset	Fund	Funds Ctr	Commitment Item	WBS Element	G/L	REQ. Tracking #	Requ
4500000367	00010			HSC6101	272	5020002	00000000	5090007000	BLOCK	adva
4500000368				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000369				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000370				HSC6101	272	5020002	00000000	5090020000	BLOCK	adva
4500000371				HSC6101	272	5020002	00000000	5090016000	BLOCK	adva
4500000372				HSC6101	272	5020002	00000000	5090015000	BLOCK	adva

Purchase Order Vendor Payment Report ZPOVP



This report will assist you in troubleshooting to find mistakenly entered direct vendor invoices (FB60) that were intended against purchase orders and should have been created with a logistics vendor invoice (MIRO).

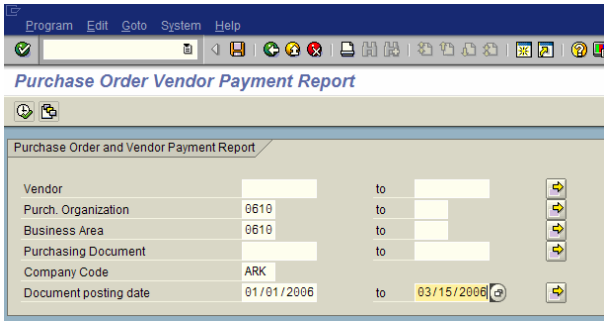
This report can be selected by purchasing organization or vendor. The report displays purchase orders and payments to vendors selected if the vendor selected has existing purchase orders. You will be able to pinpoint potential problems for further investigation.

Selecting the Report

1. Enter your purchasing organization and business area.
2. If the Company Code did not default into the report type “ARK” in the “Company Code” field.
3. Enter the desired “Document posting date” range.

You may also run the report by “Vendor” or “Purchasing Document”. To narrow the search without a specific vendor, use ranges 9990000-9999999 (AGEN) and 100000000-199999999 (VEND).

4. Click the “Execute” icon to continue.



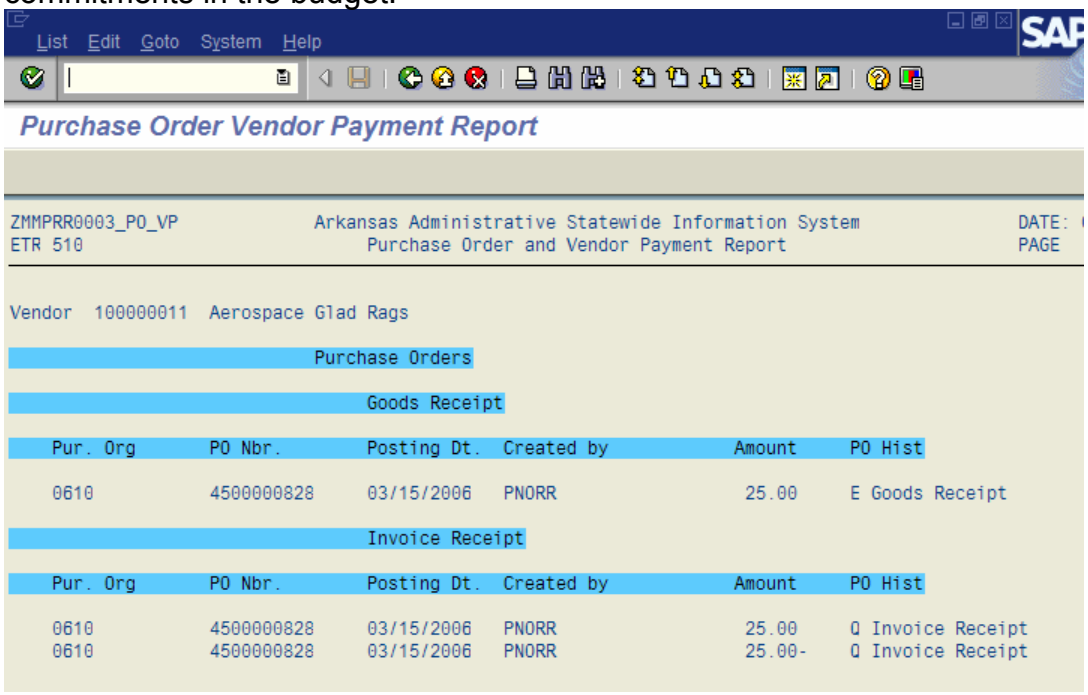
Viewing the Report

Each vendor is listed on a separate page. The vendor number and name is at the top. Purchase Orders are listed first, followed by vendor payments. The Purchase Order section has been split into two sub-sections: Goods Receipt and Invoice Receipt.

The goods receipt is done through the MIGO, and shows the Purchasing Organization, Purchase Order Number, date, and amount.

The invoice receipt is done through MIRO, and also shows the Purchasing Organization, purchase Order Number, date, and amount.

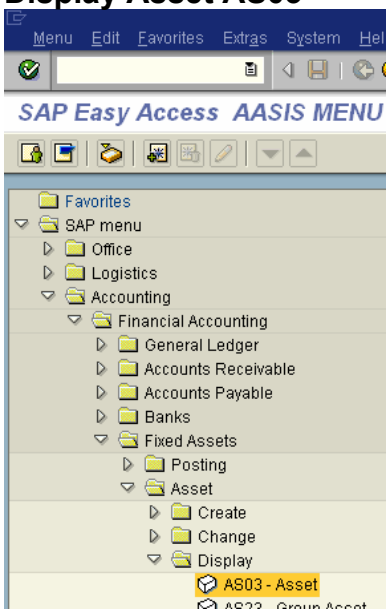
If the amounts of the goods receipt and invoice receipt are not equal, you should display the purchase order and make sure the final invoice and delivery complete boxes are checked so that the GR/IR account can be cleared and any commitments in the budget.



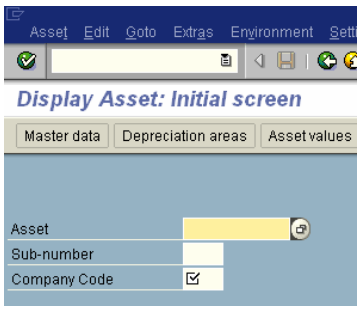
Accounts Payable Basics – Logistics Invoice Verification Process

AM Reporting

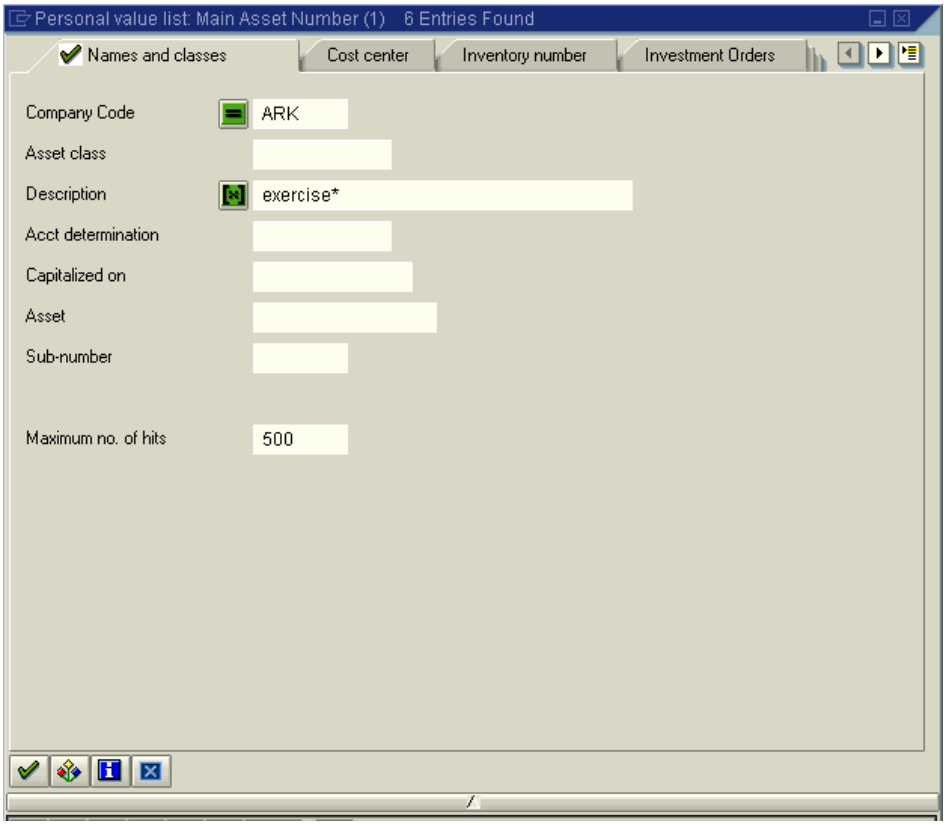
Display Asset AS03



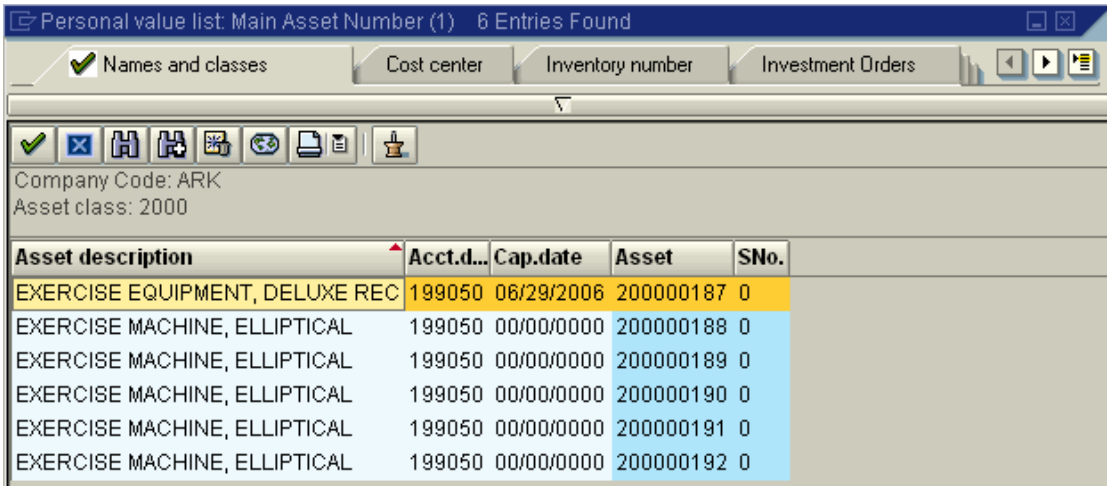
Enter the asset number, or click the match code to search.



Enter part of the description, using asterisks as wild cards, or choose another tab to narrow down the search. Press the Enter key or click the green check.

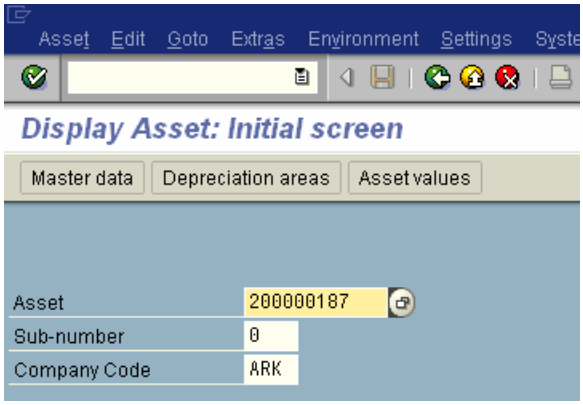


Select the desired asset from the list.



The asset number is populated into the field. Enter a sub-number if applicable and company code ARK.

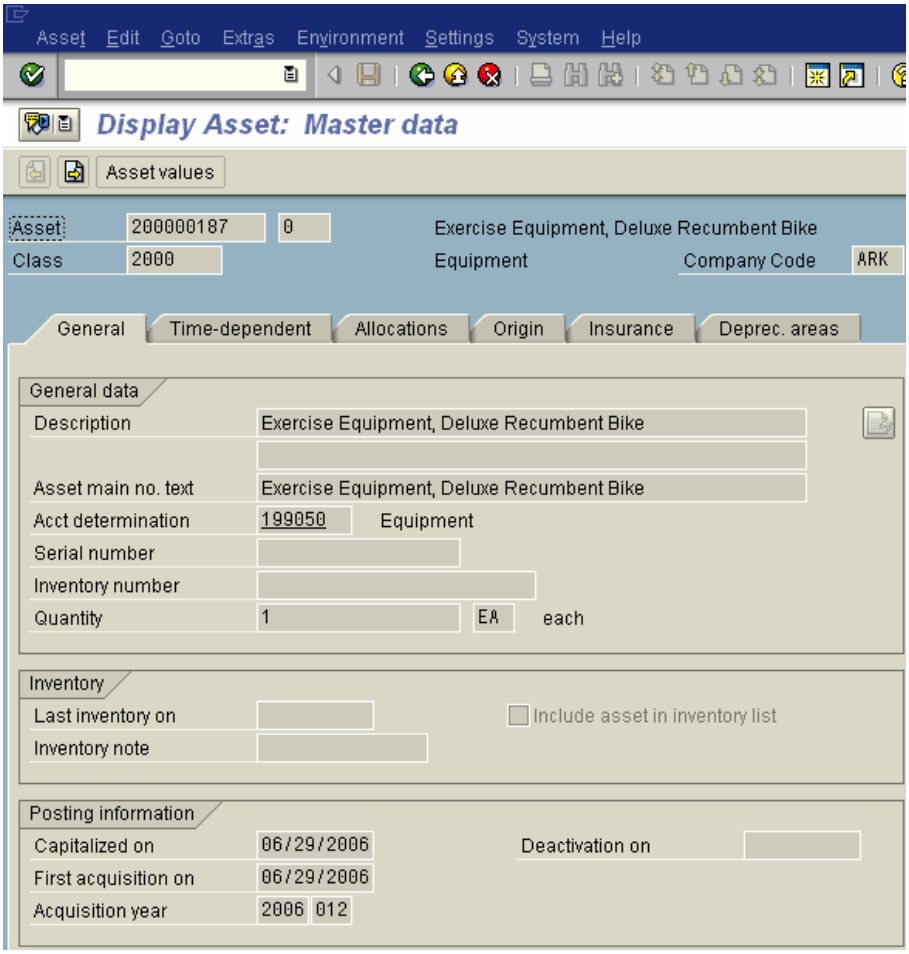
Click the Master data button.



You can display the asset's master data by clicking each tab.

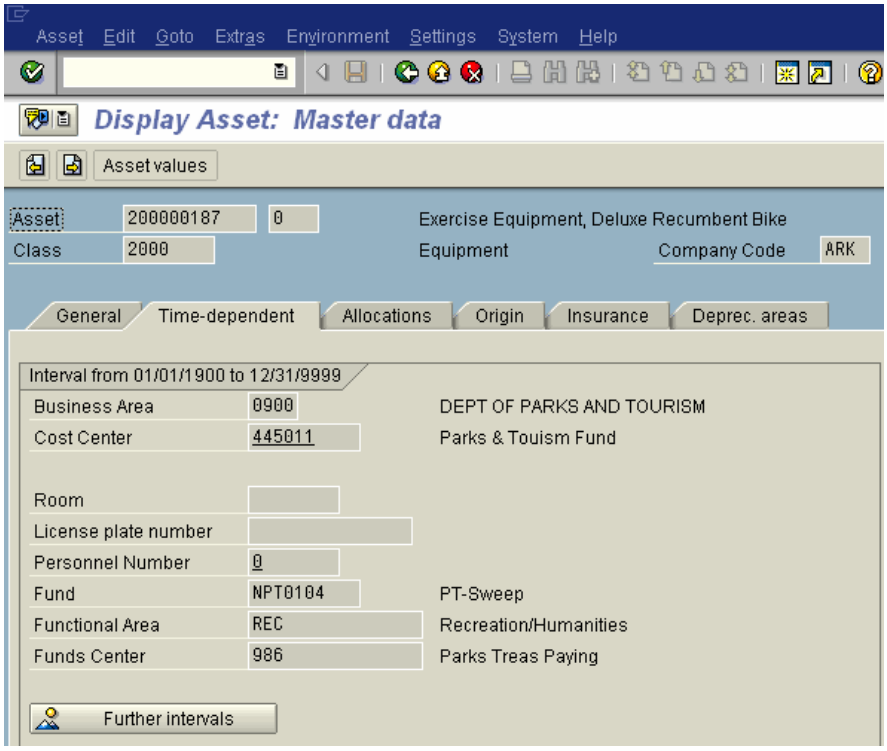
The General tab displays the description, quantity, and date of acquisition and capitalization.

Click the Time-dependent tab to continue.

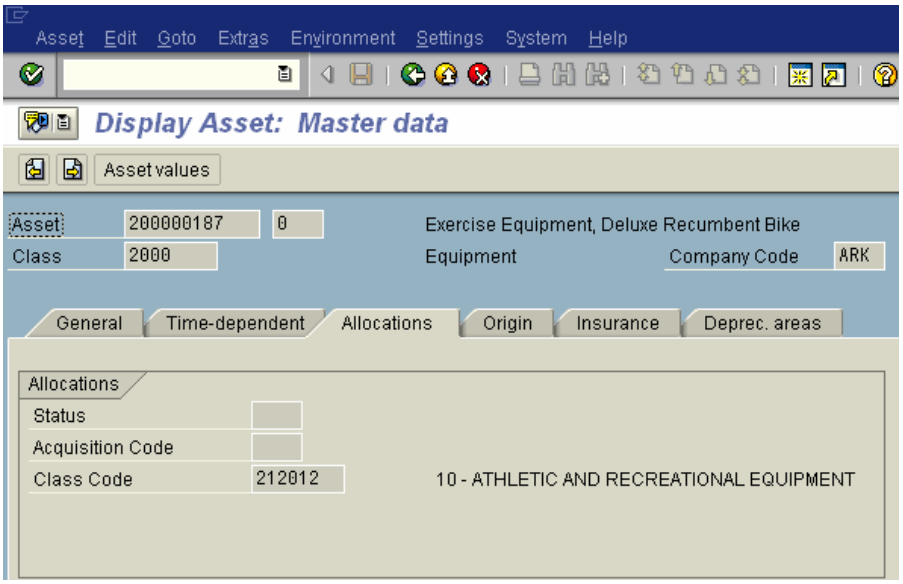


The time dependent tab contains information on the cost center and fund to which the asset belongs.

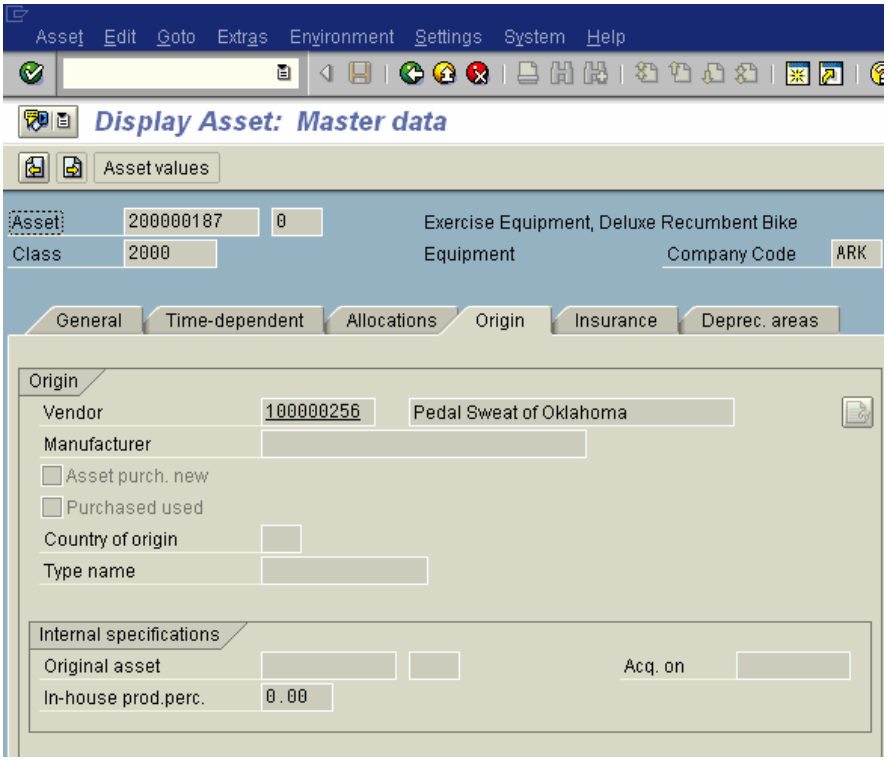
Click the Allocations tab to continue.



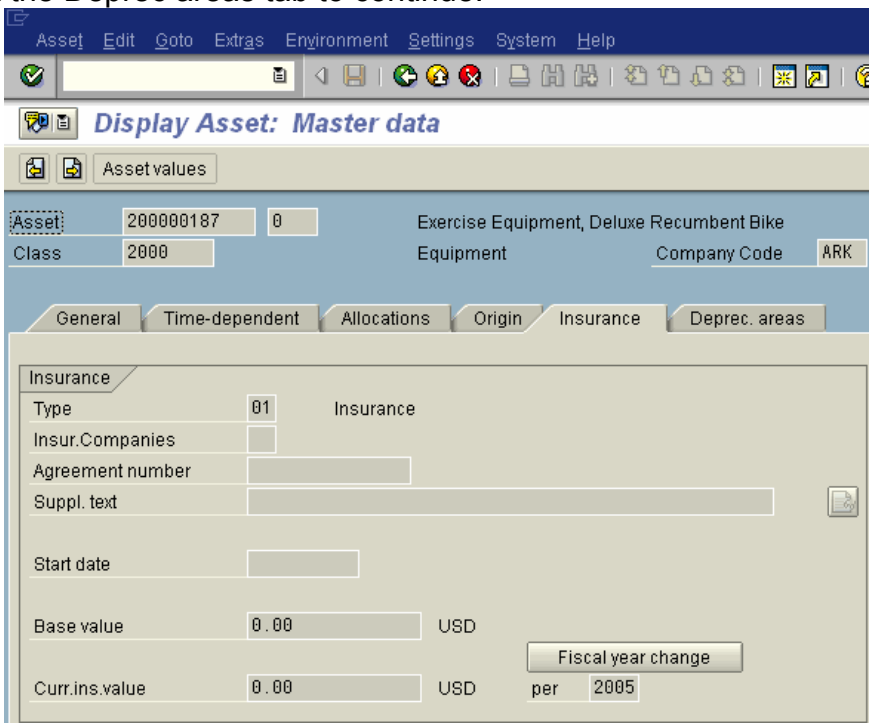
The Allocations tab contains the class code. The number beside the class code is the expected useful life of the asset. Click the Origin tab to continue.



You can view vendor information (derived from the goods receipt) on the Origin tab. Click the Insurance tab to continue.

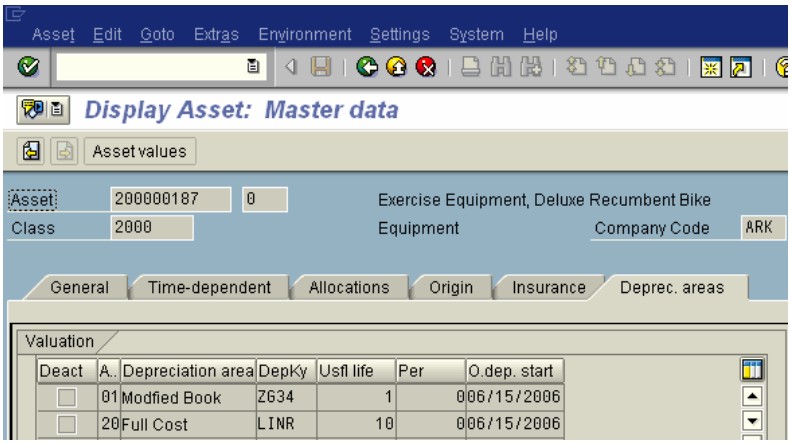


Click the Deprec areas tab to continue.

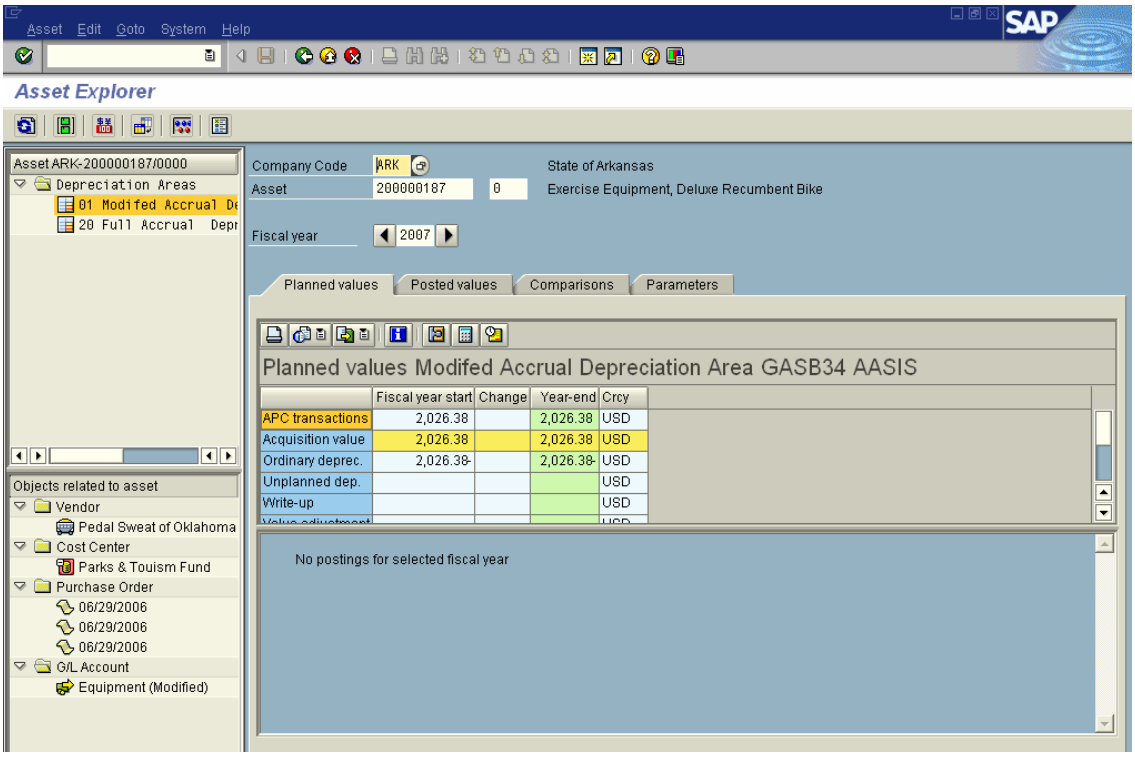


Each asset has two depreciation areas, modified accrual (Area 1) and full accrual (Area 20). Note the useful life in the full accrual line is the same as the one on the allocations tab.

Click the Asset values button to continue.



Note the three boxes on the asset values screen. The main display screen is on the right side of the screen. On the top left is the depreciation areas box. You can click modified accrual or full accrual in this box and the values that you select will be displayed on the screen to the right. Under the depreciation areas is the "Objects related to asset" box. You can drill down on items from this box to get more information.

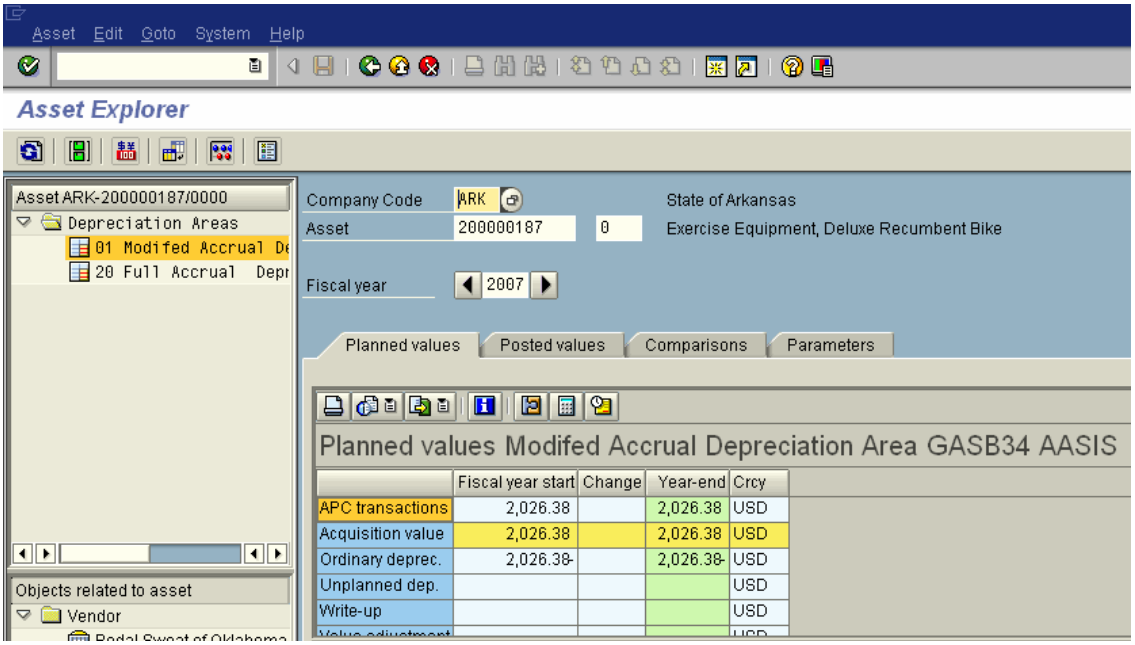


You can view either the planned values or the posted values on the display by selecting a tab.

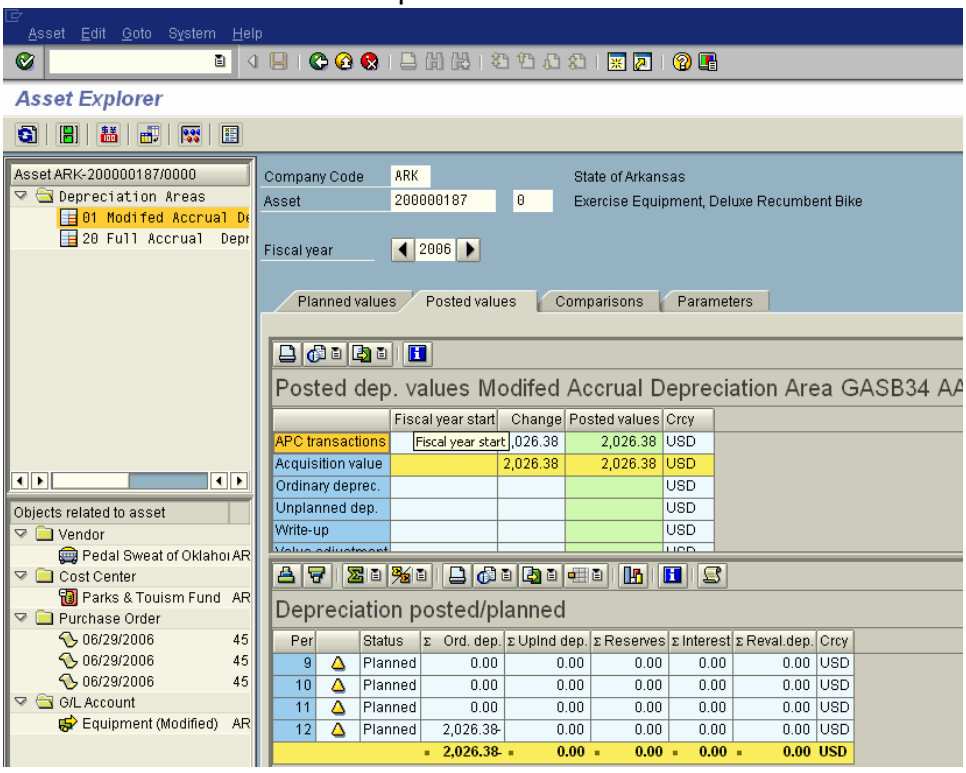
This selection displays planned values for modified accrual depreciation.

Under modified accrual depreciation, the asset is fully depreciated at acquisition.

Click on Posted values to continue.

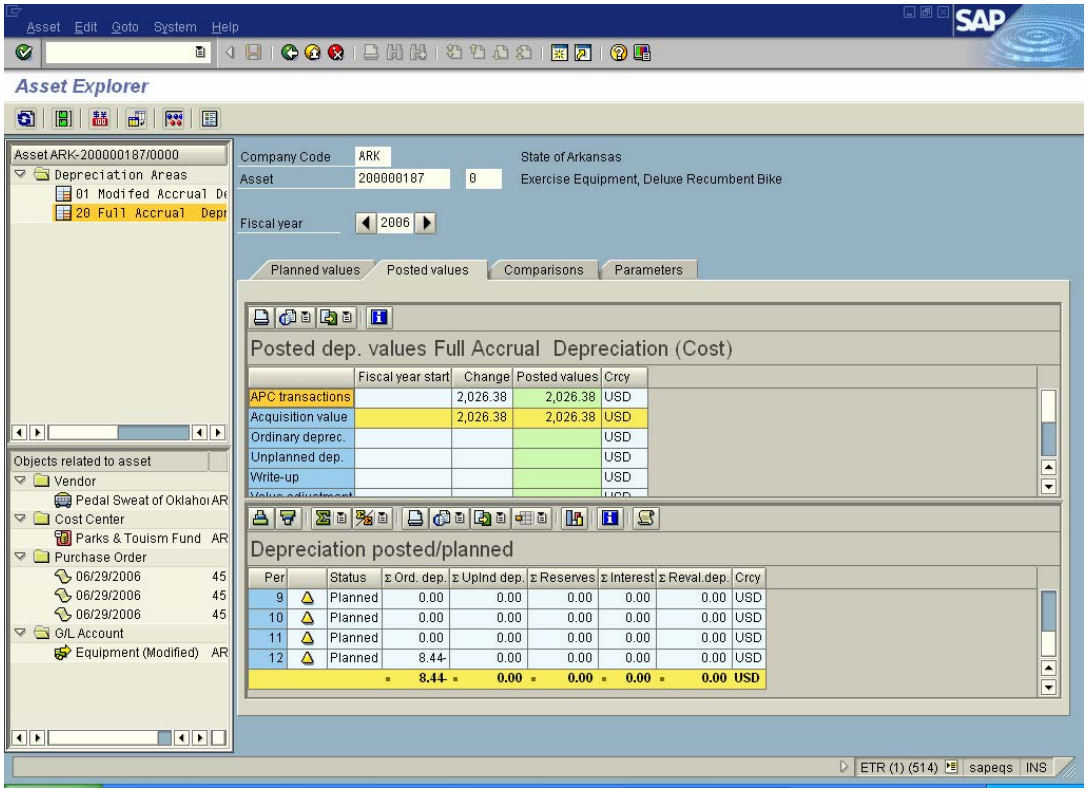


The posted values for the asset under modified accrual depreciation are displayed. Click Full Accrual in the depreciation areas box to continue.

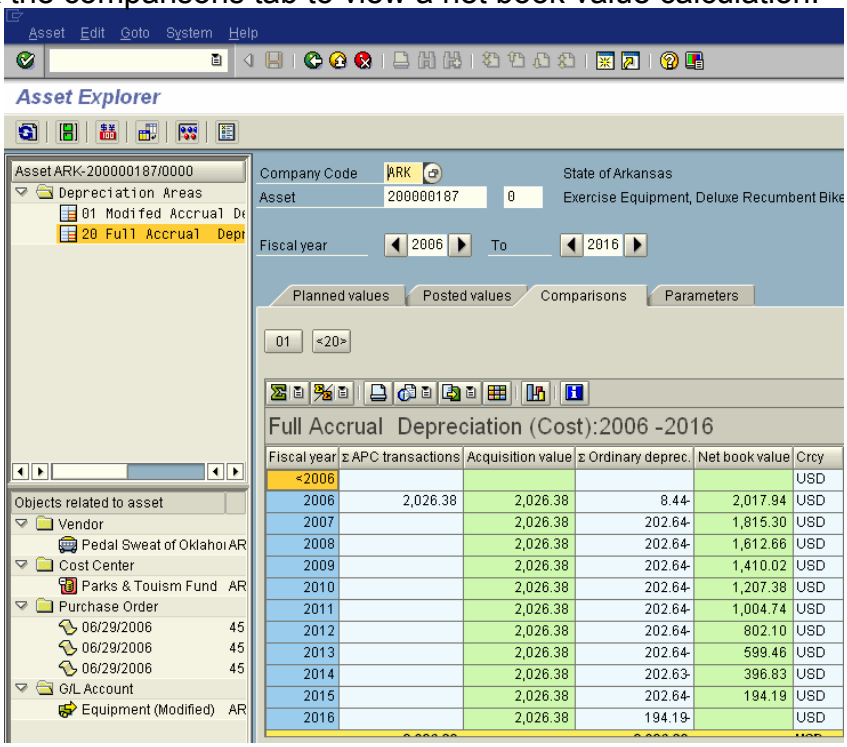


The posted values for the asset under full accrual depreciation are displayed. Note the differences in full vs. modified accrual (8.44 vs. 2026.38).

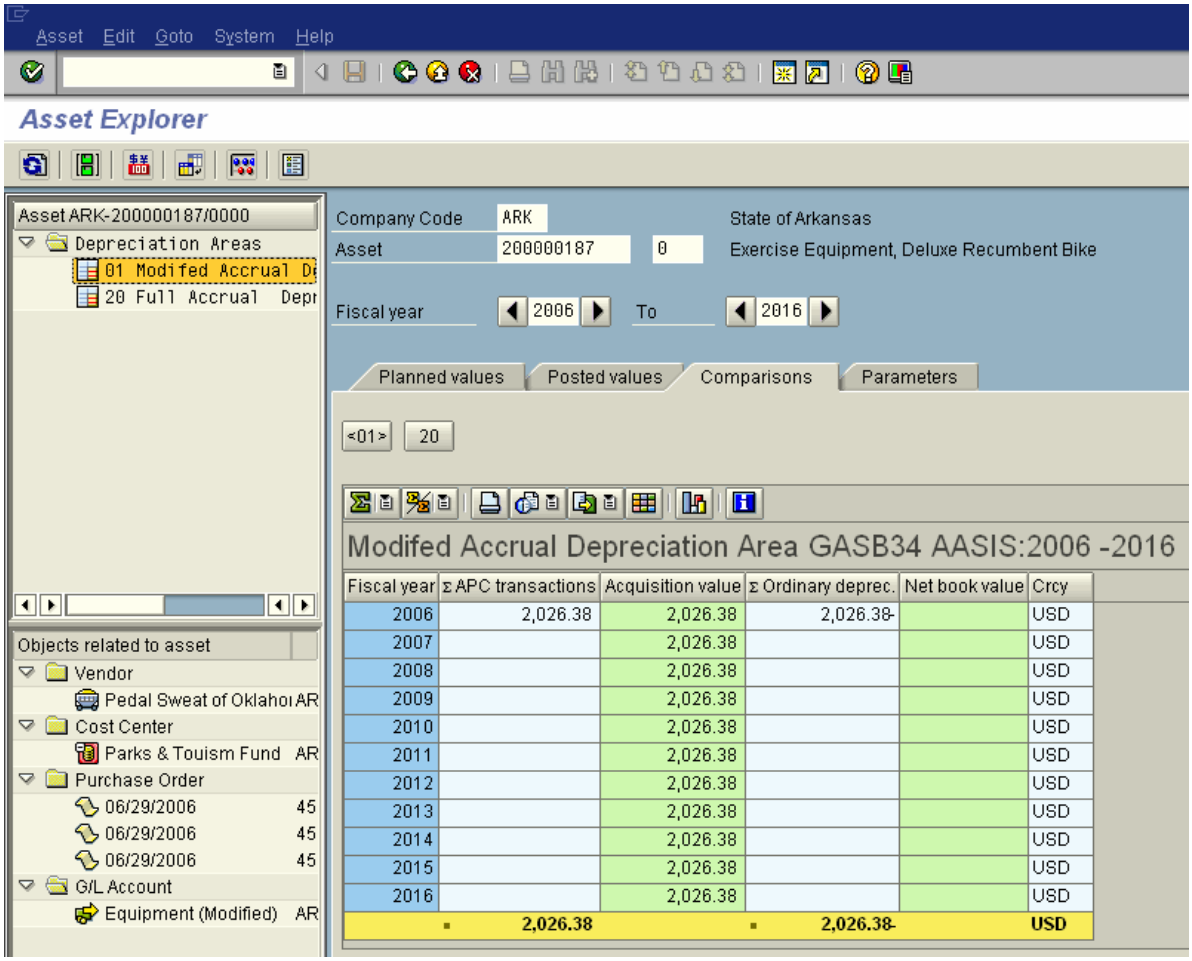
Click Planned values on the display screen to view planned depreciation.



Click the comparisons tab to view a net book value calculation.

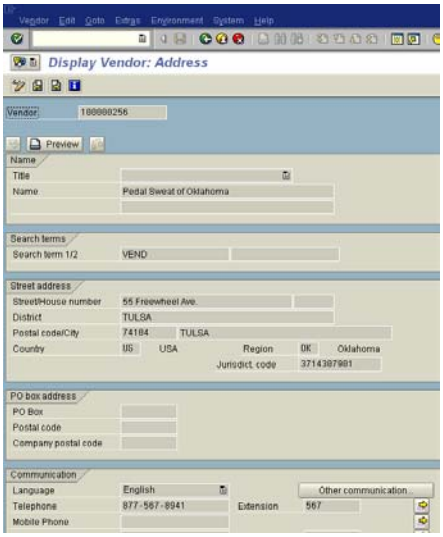


Click modified accrual on the depreciation areas box to view the net book value calculation for modified accrual depreciation.



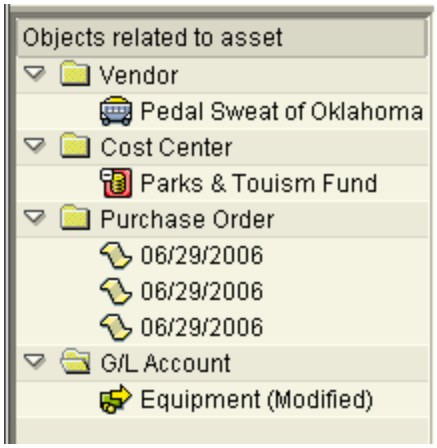
Double-click the vendor from the Objects related to asset box.

AASIS displays the master data for the vendor.

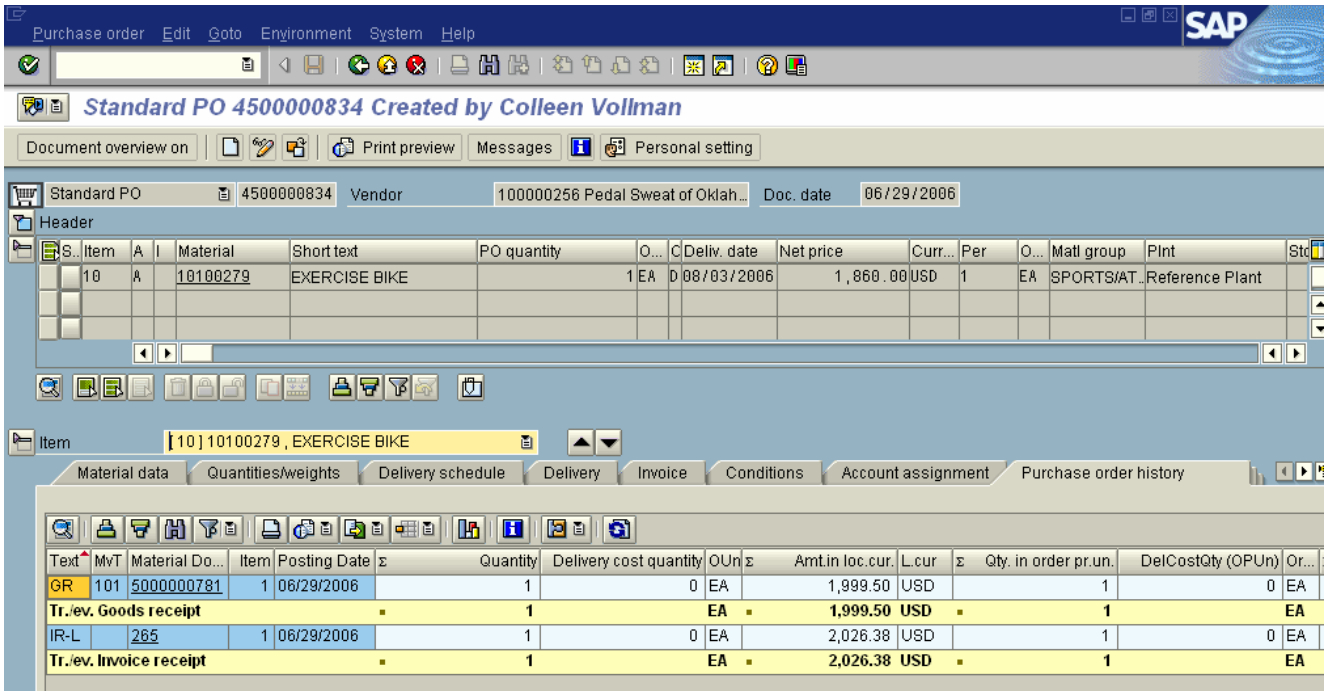


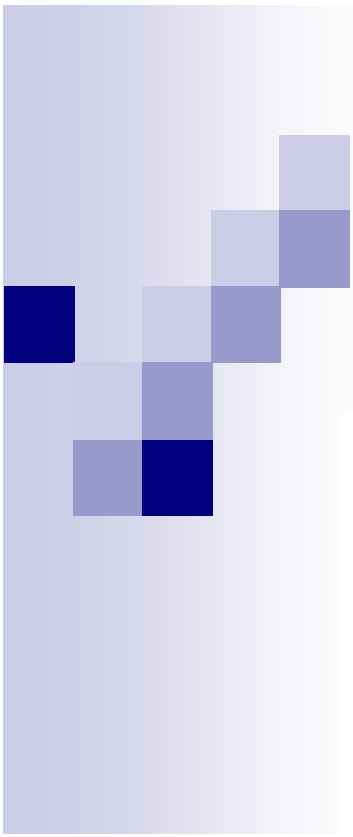
You can also select cost center or GL account to view master data.

Double-click the purchase order to continue.



AASIS displays the purchase order with the purchase order history tab selected.





Accounts Payable Basics – Logistics Invoice Verification Process

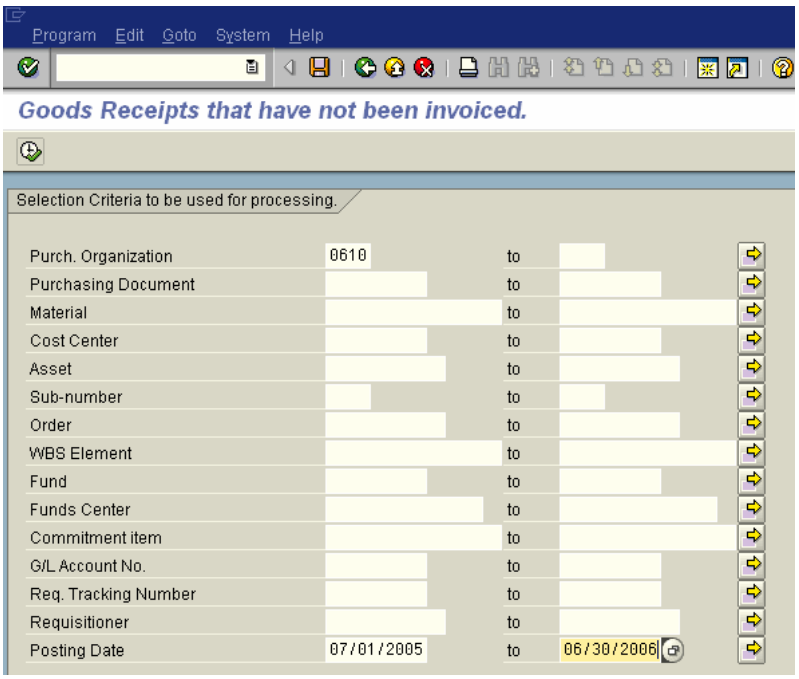
Reporting Tips

How to Run a Report in the Background

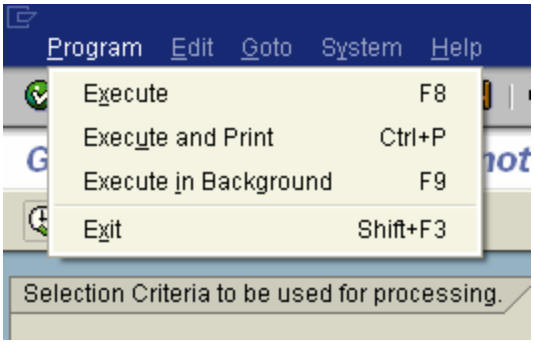
If your security role allows it you can run a report in the background. This can save time because you can continue to work in AASIS while the report is running in the background. You can shut your computer down and the report will continue to run. When you run a report in the background the resulting display will not have drill-down capability.

Make your selections in the report selection screen.

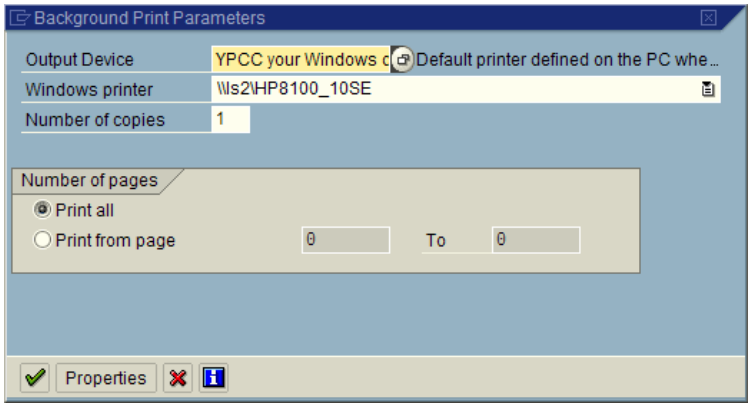
Click Program from the blue menu bar.



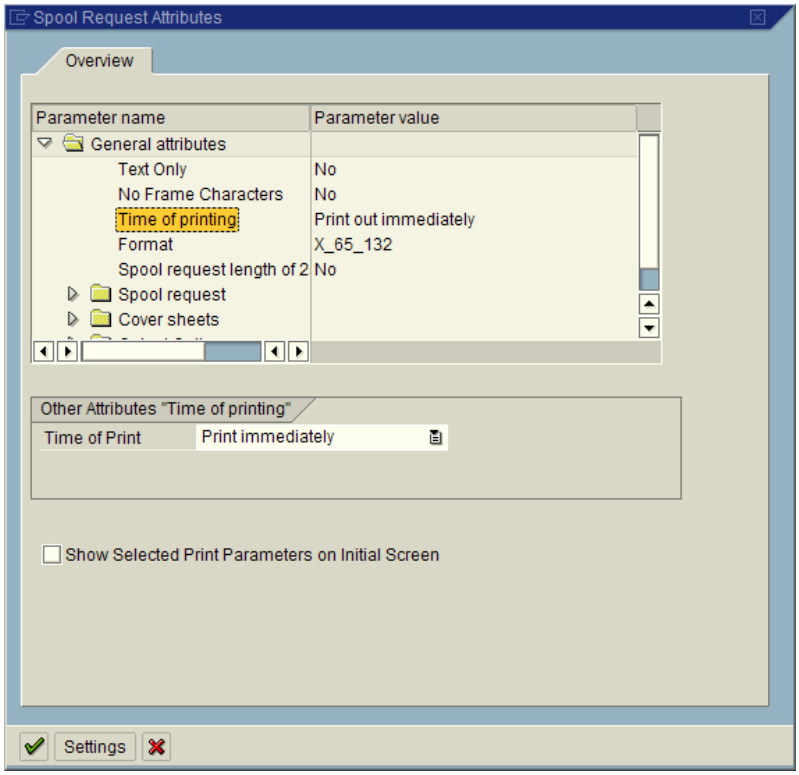
Select Execute in Background.



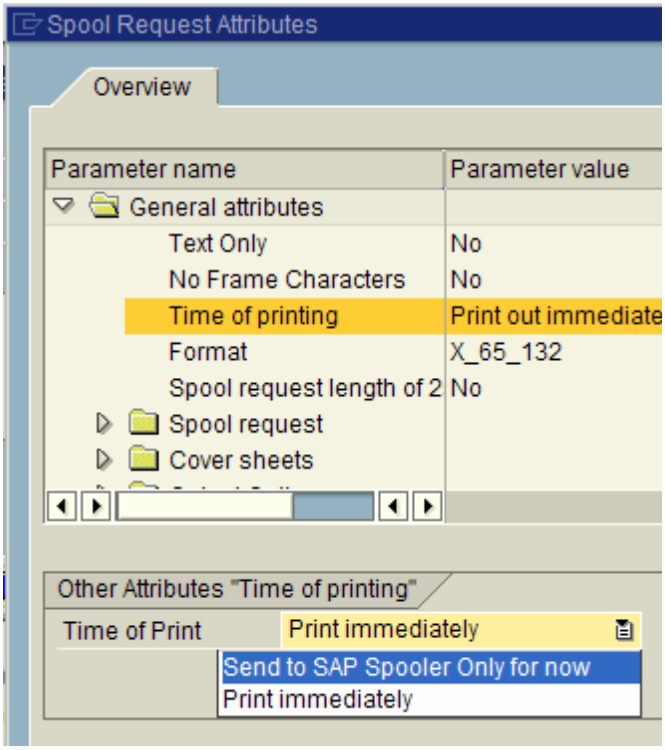
The Background Print Parameters box will pop up. Click your mouse in the Output Device box, type YPCC and press the Enter key.



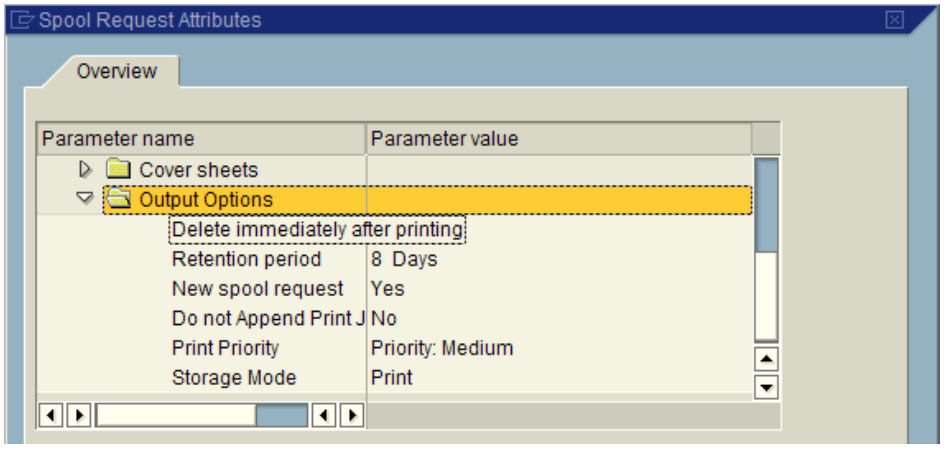
Click the Properties button. The Spool Request Attributes box will pop up. Double-click Time of printing under the General attributes folder.



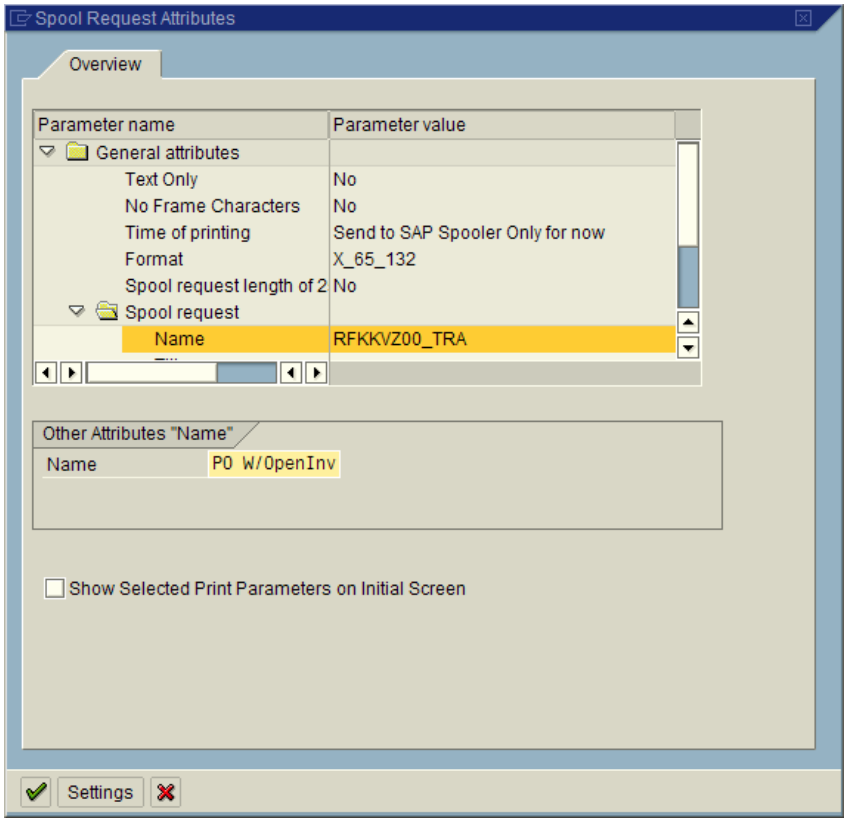
Change time of print to Send to SAP Spooler Only for now.



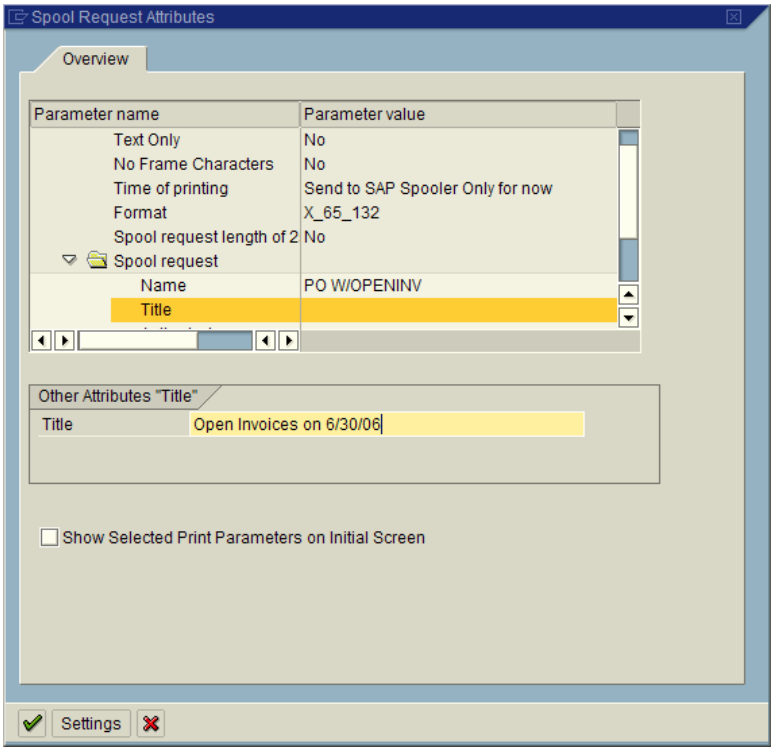
Under Output Options, be sure that “Yes” is selected in the Delete immediately after printing field.



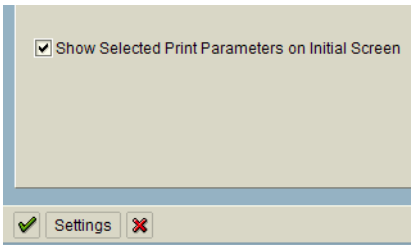
Double-click the Spool request folder to open it and select the Name field. Change the name of the report so that you'll be able to recognize it from a list of reports.



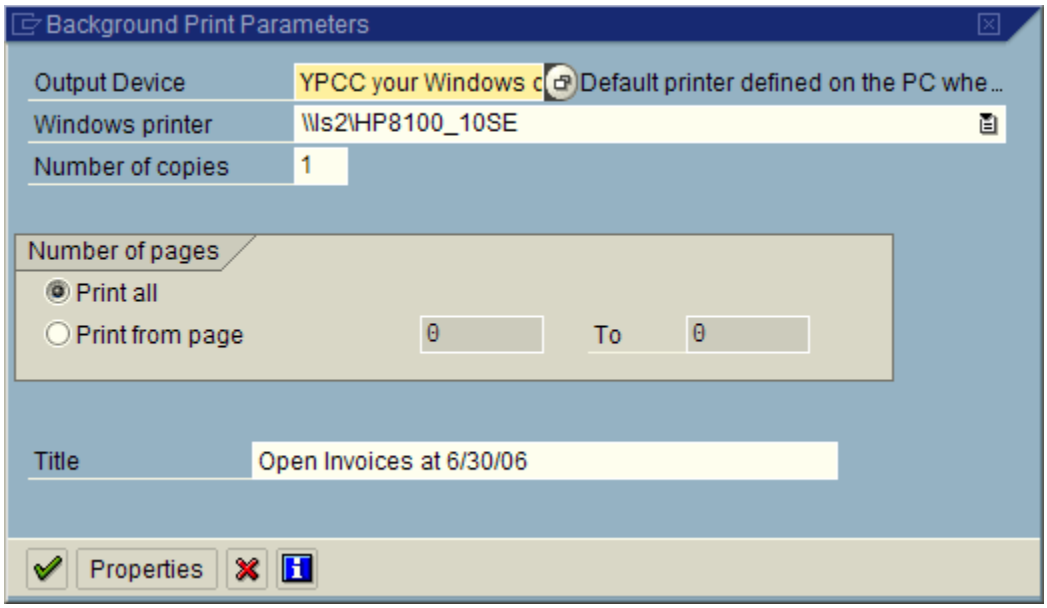
Select the title field and give the report a distinguishing title.



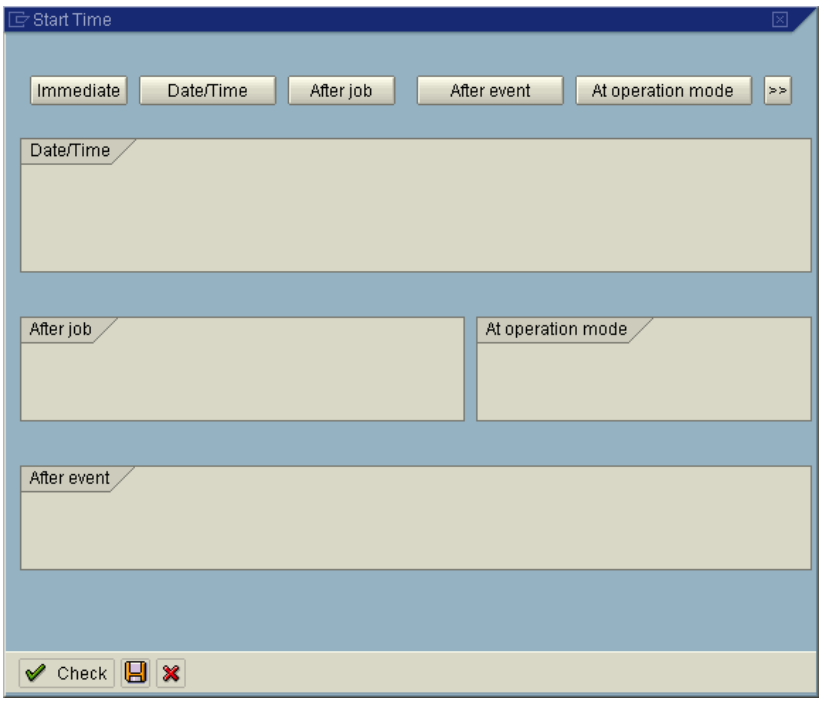
Click the box for “Show Selected Parameters on Initial Screen and click the green check.



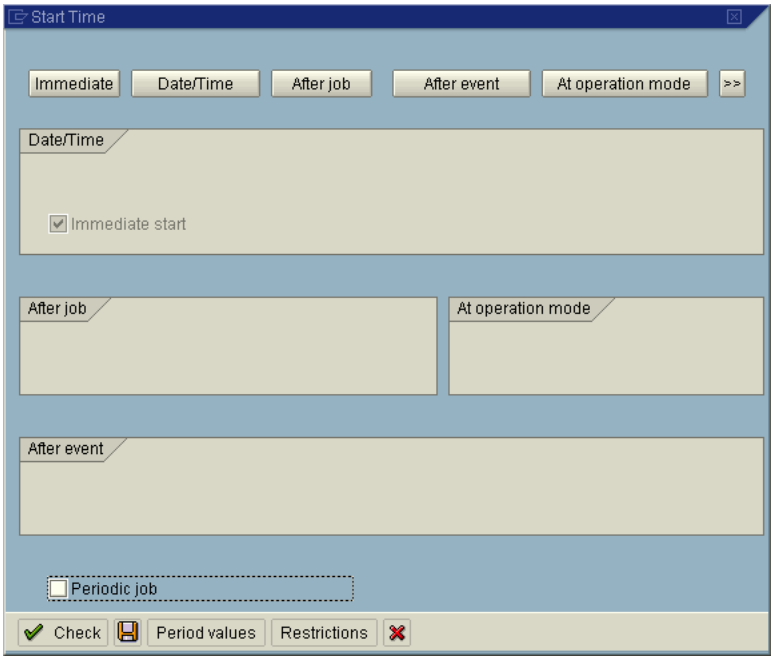
AASIS returns to the Background Print Parameters box. Click the green check.



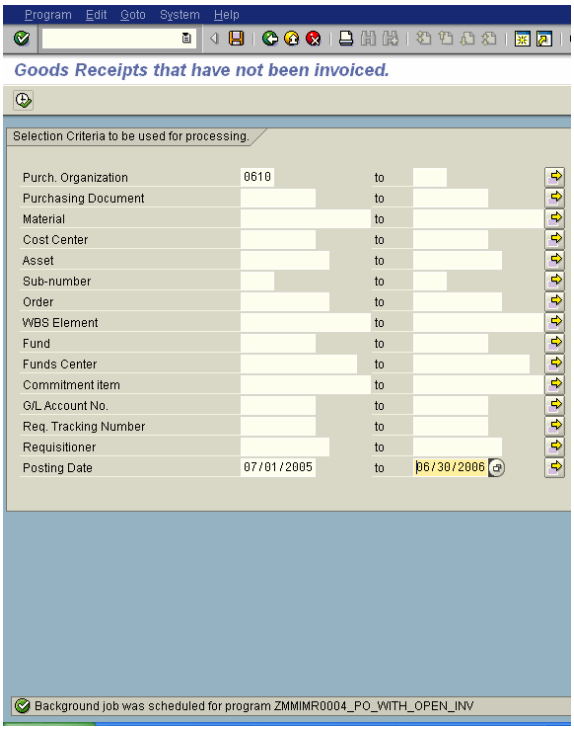
The Start time box will pop up. Click the Immediate button.



Immediate start will appear in the Date/Time box. Click the save button.

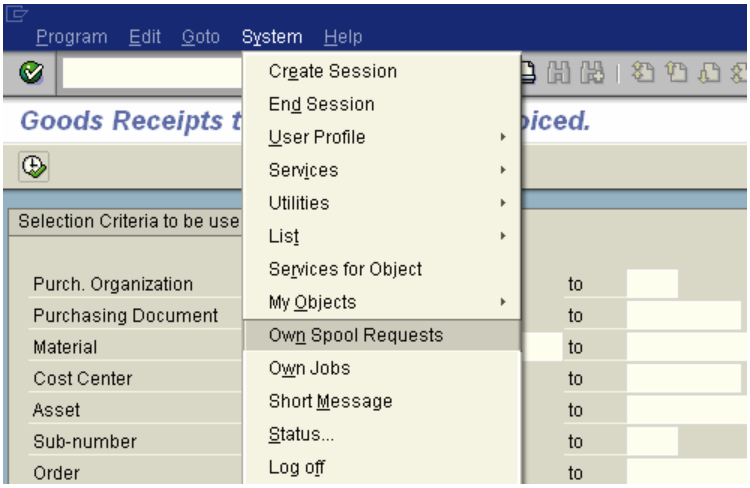


AASIS returns you to the selection screen for your report, with the message: "Background job was scheduled…"



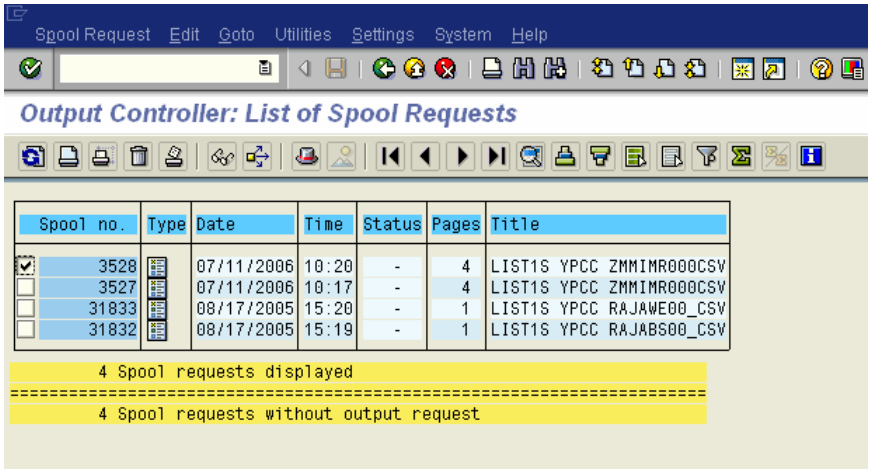
To view the report, click System from the blue menu bar. Choose "Own Spool Requests" from the drop down.

Note: If you do not see your job in the "Own Spool Requests" select "Own Jobs" to view the status of the job.



Select the report that you want to view by clicking the check box in front of it.

Click the display button (eyeglasses).



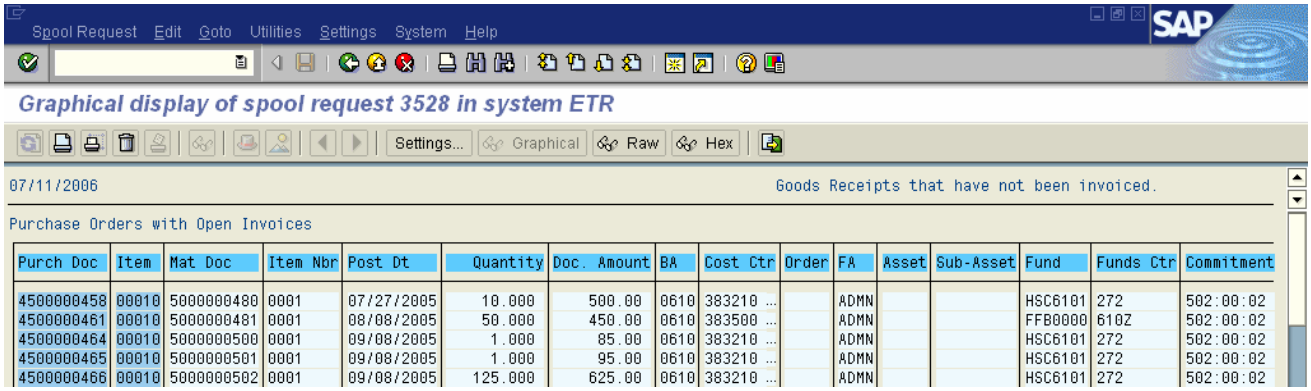
The report will be displayed.

You will only be able to see 10 pages of the report at a time.

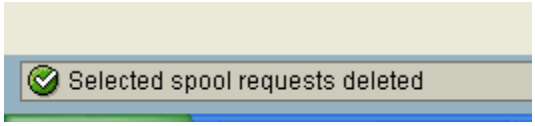
Click the print button to print the report if desired.

Since this is a display of a printed report, you will not be able to drill down.

To delete the report, click the delete button (trash can).



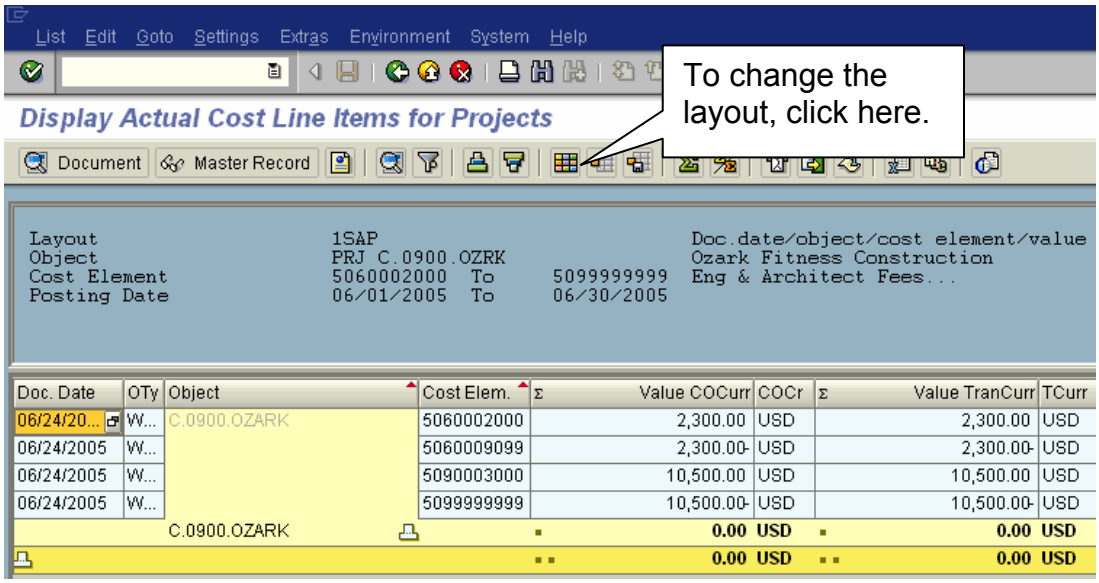
You'll get a message that the spool request was deleted.

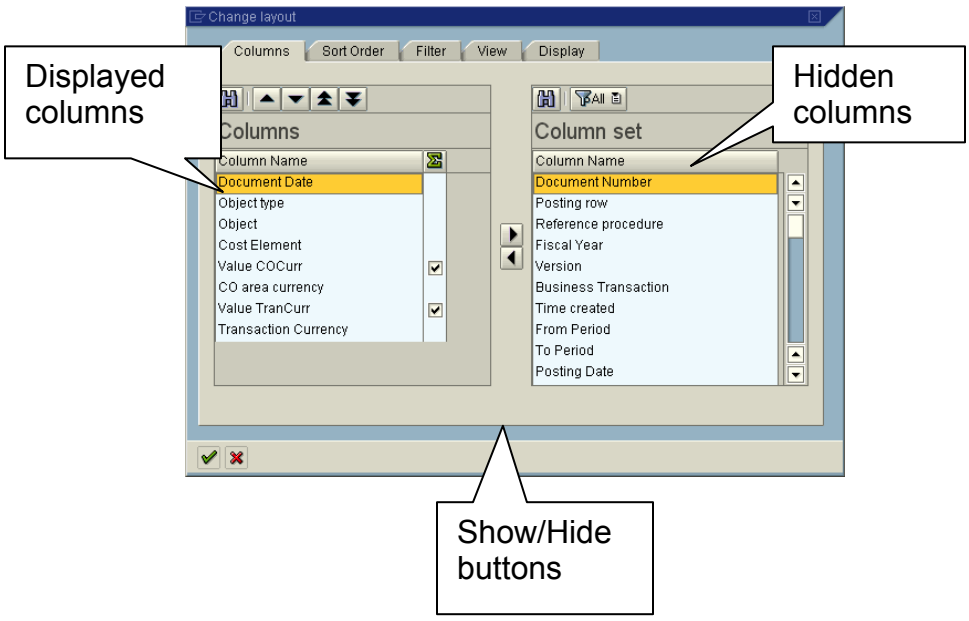


Setting Report Layouts

The layout is the way the report is displayed. This includes displayed and hidden columns, filters, and subtotals.

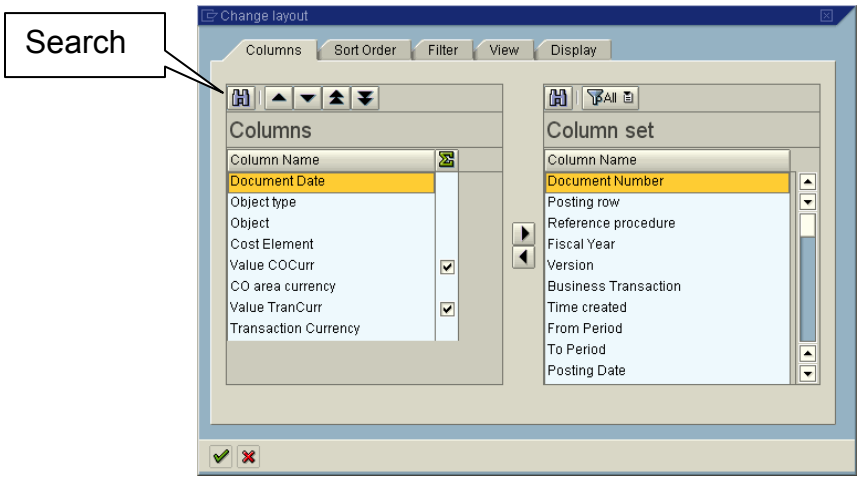
You can set a layout the way you want it in a report, then save it to display the report that way every time.

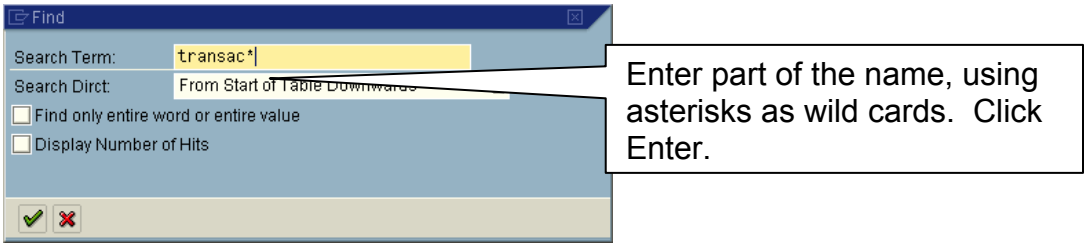


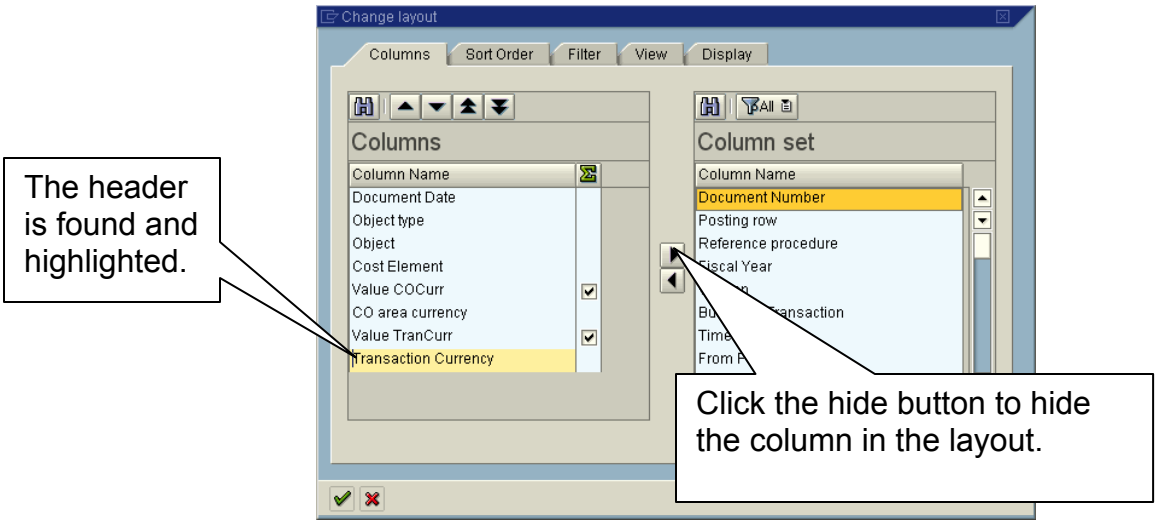


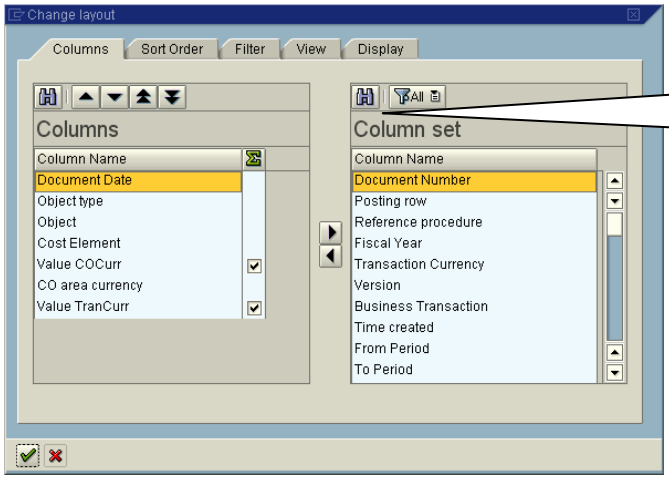
The layout box will pop up. This box contains several tabs. The column tab is selected. The left side shows the headers of the displayed columns and the right side shows the headers of the hidden columns. Use the buttons in the center to move columns from hidden to displayed or from displayed to hidden.

Click the display search icon to locate a column to be hidden.



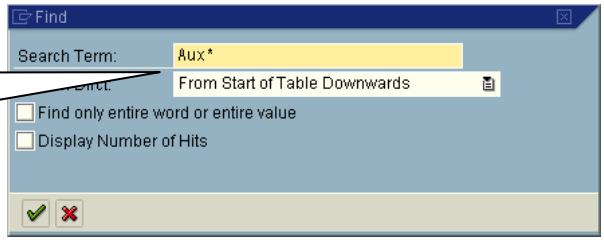


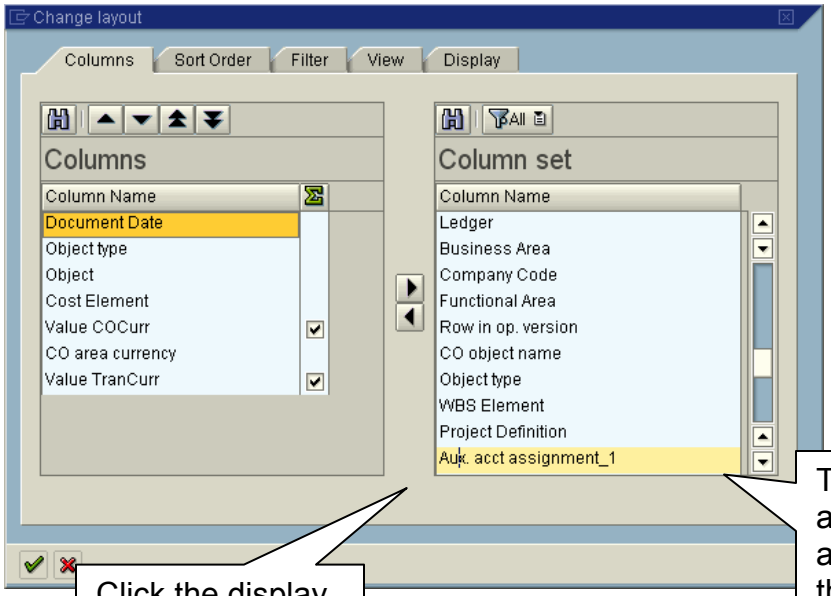




To search for a column to add, click the other search icon.

Enter the search term, again using asterisks as wild cards, and click enter.

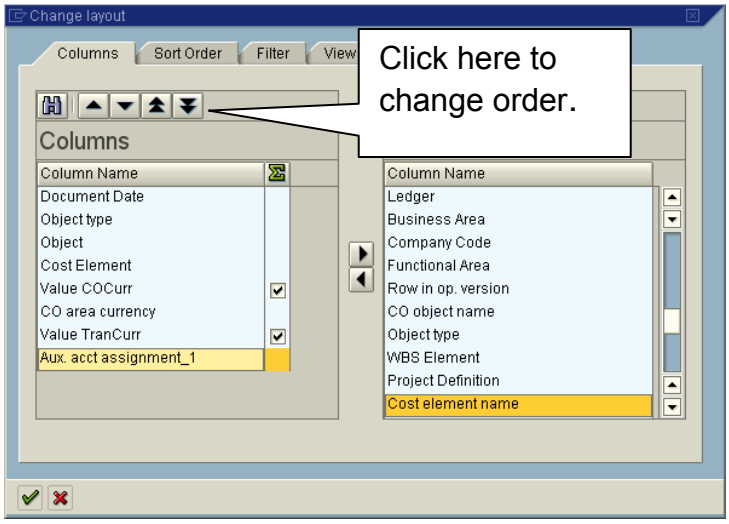




Click the display button to add this column to the layout.

The auxiliary account assignment will display any other cost object on the transactions

The added column goes to the end of the list. This means that it will be the last column in the display. You can change the order of the columns displayed by clicking on the column and clicking the up and down arrows



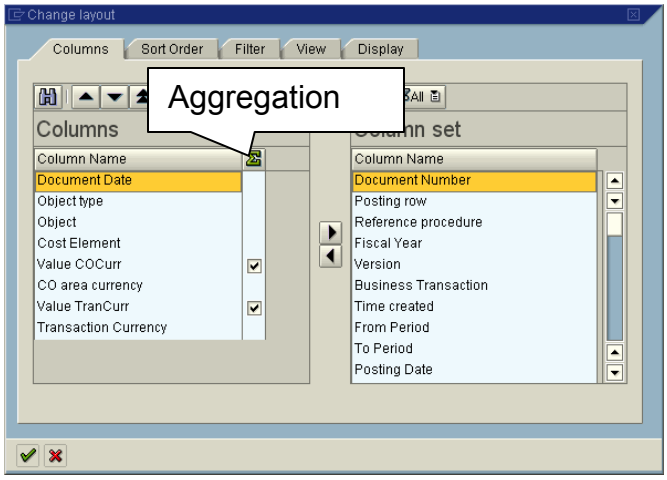
This button moves the selected row(s) up one position.

This button moves the selected row(s) down one position.

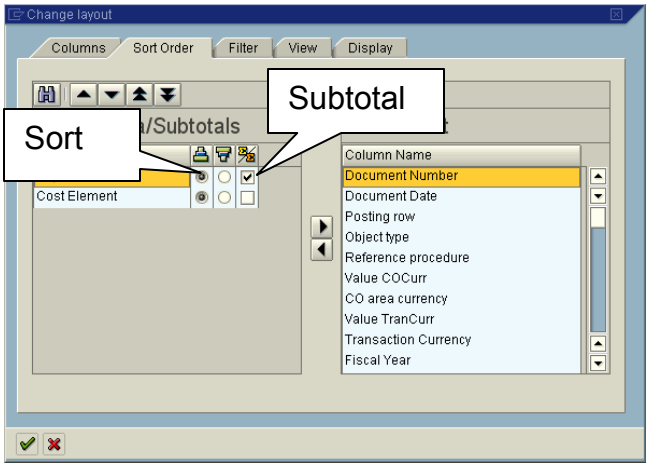
This button moves the selected row(s) to the beginning of the display.

This button moves the selected row(s) to the end of the display.

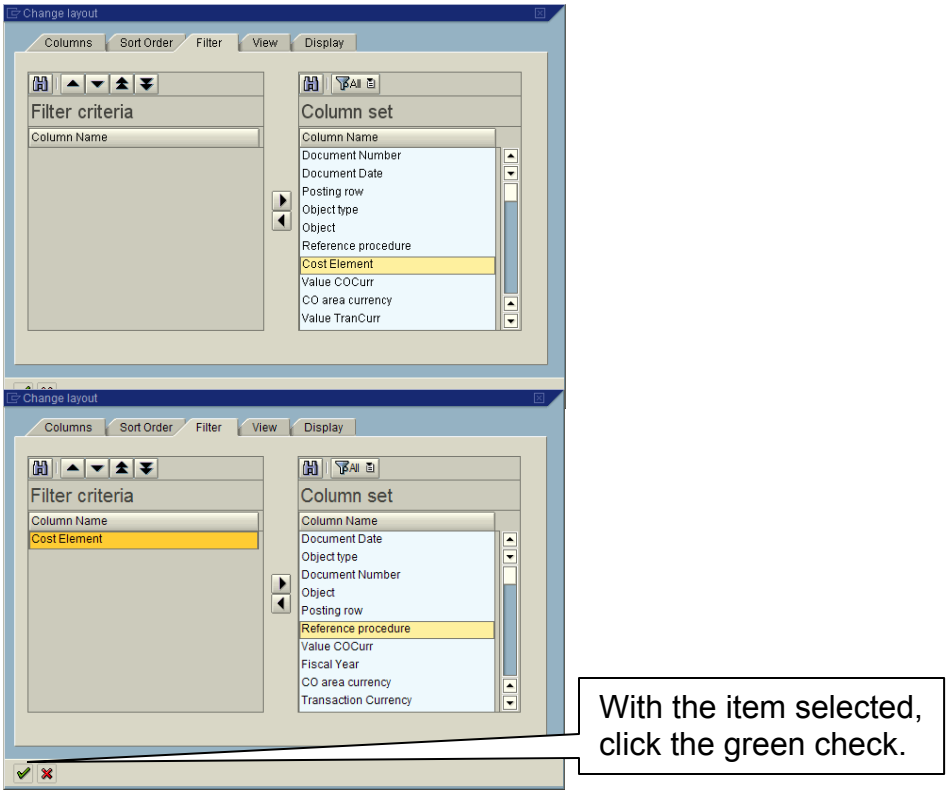
Add or delete a total by selecting or deselecting the aggregation check boxes.



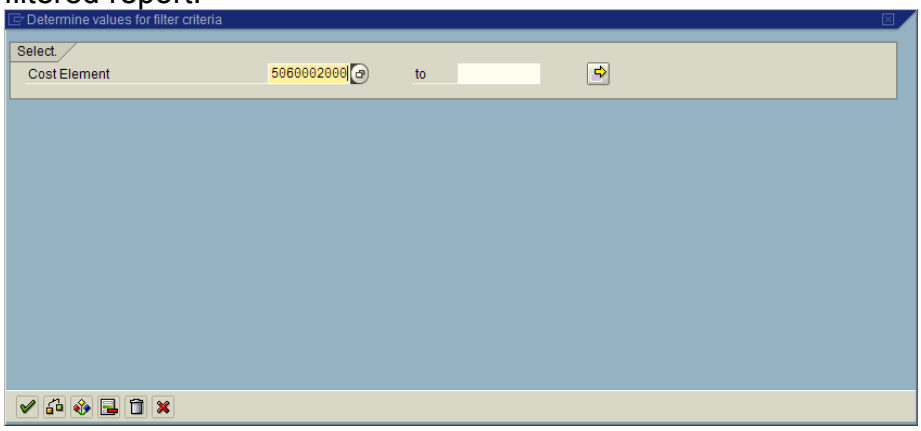
The sort order tab allows the addition of subtotals. Select the column to be sorted or subtotaled from the list on the right and move it to the left. Select the checkbox or radio button to sort or subtotal the column.



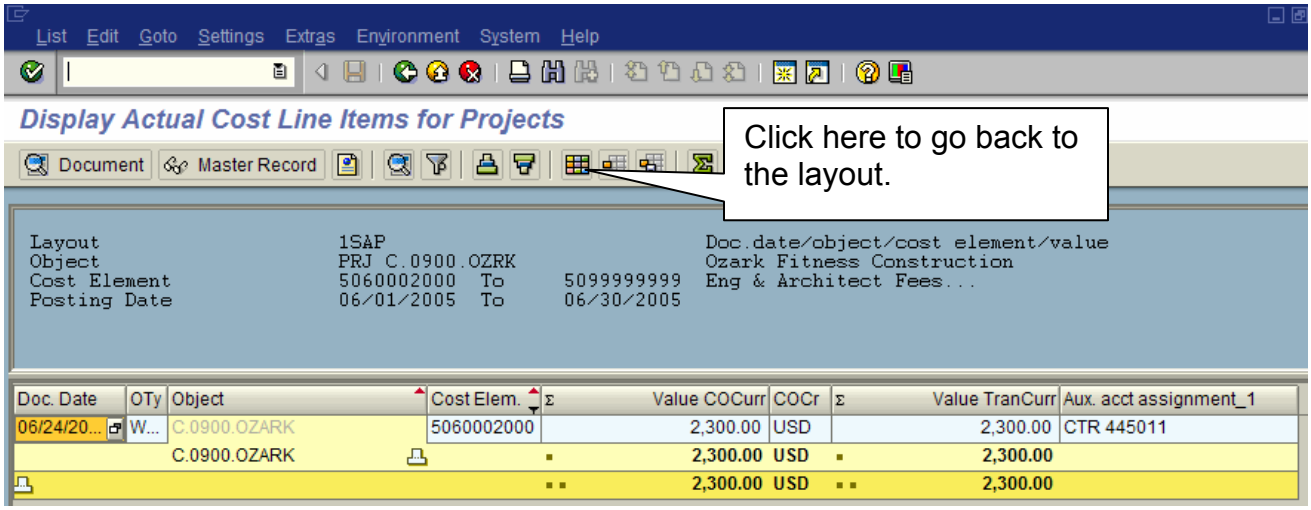
To filter the report, choose the filter tab and move the item to be filtered to the filter criteria box using the left arrow.

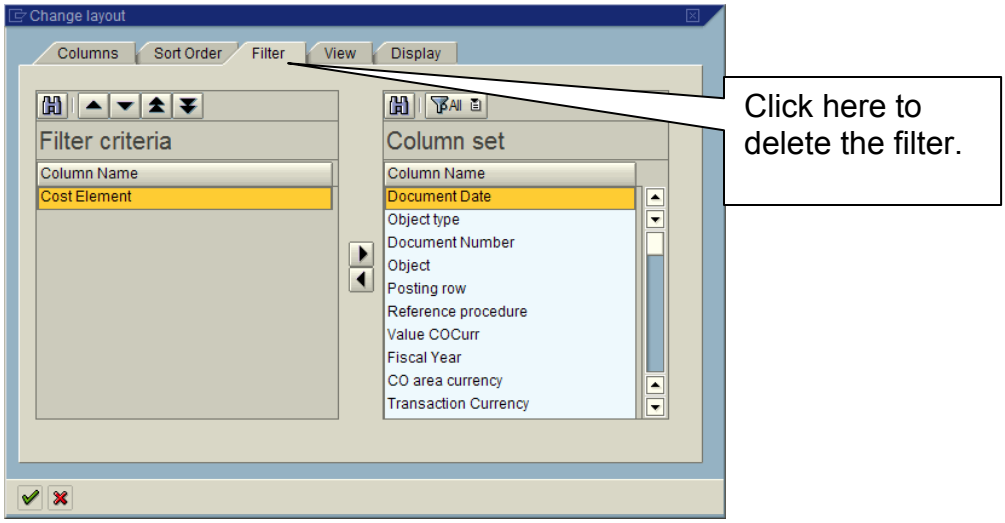


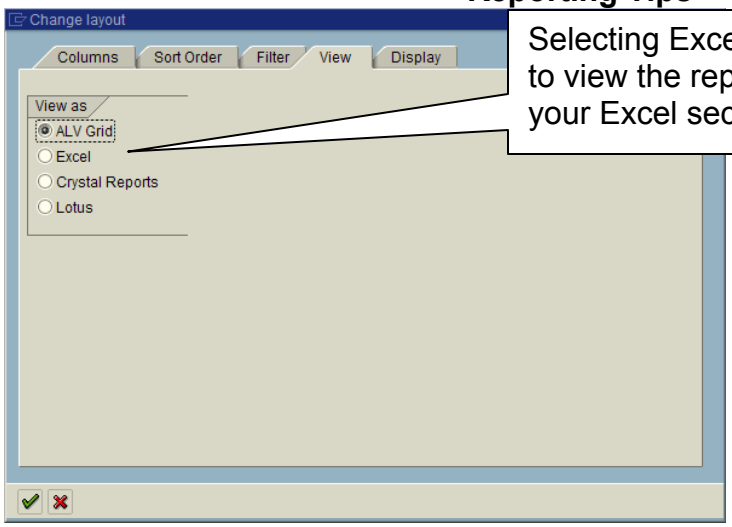
Enter a value or a range. Only those values entered will be displayed in the filtered report.



When you click the green check or enter to accept this value, the filtered report will display.

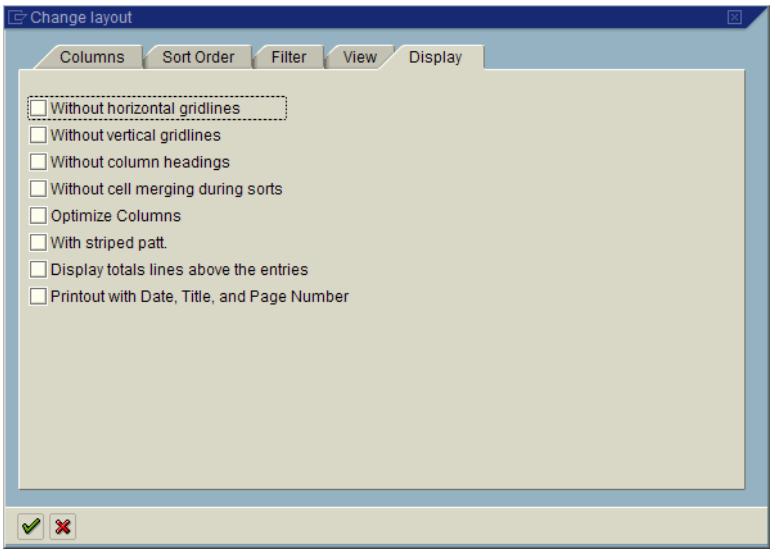




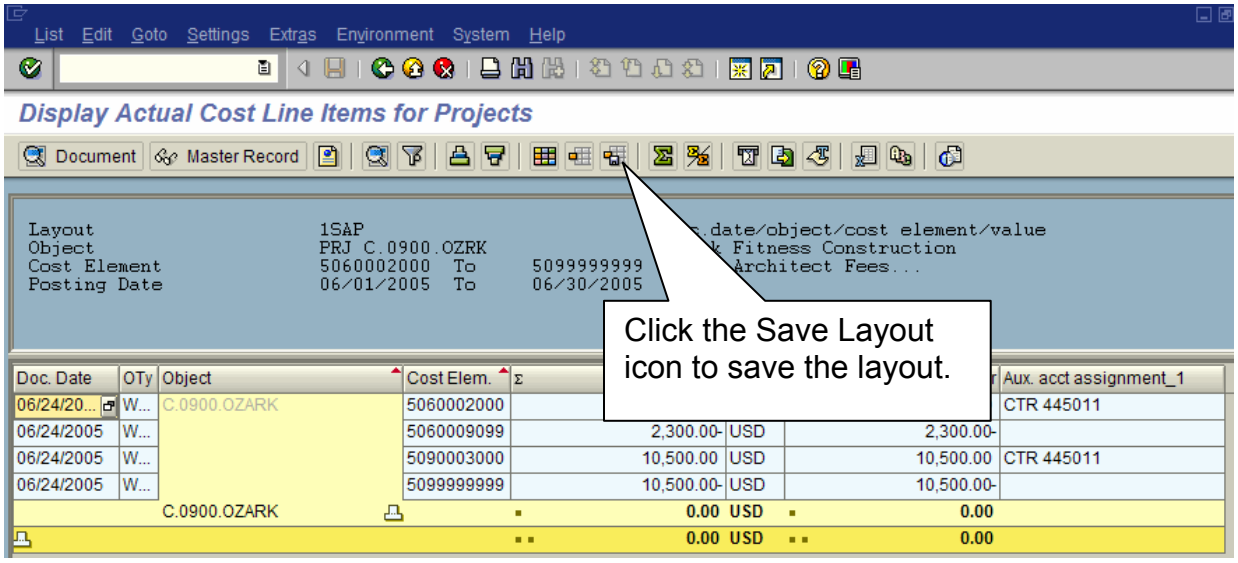


Selecting Excel on the view tab will allow you to view the report as an Excel spreadsheet if your Excel security enables macros.

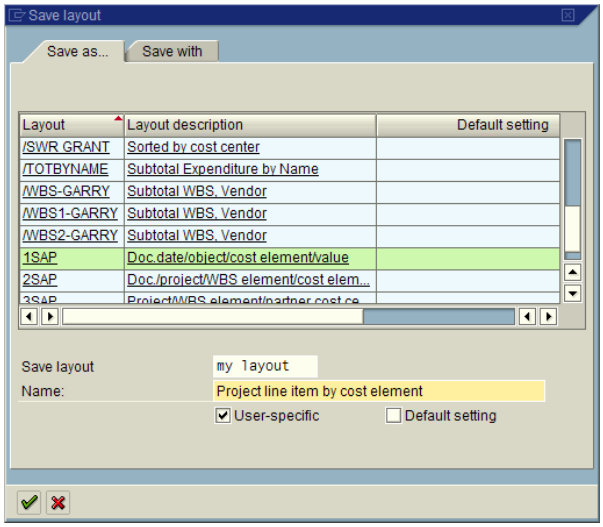
The display tab allows you to change the way the report is displayed. You can select a checkbox to change the display.



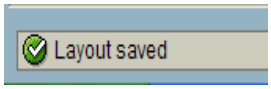
Click the green check to view your new



Name the layout **.** and give it a description. You must only create user-specific variants/layouts. Be sure user-specific box is selected.



Caution: Please be sure default setting box is not checked unless user-specific box is also checked.



AASIS will return a message that the layout **.** was saved.

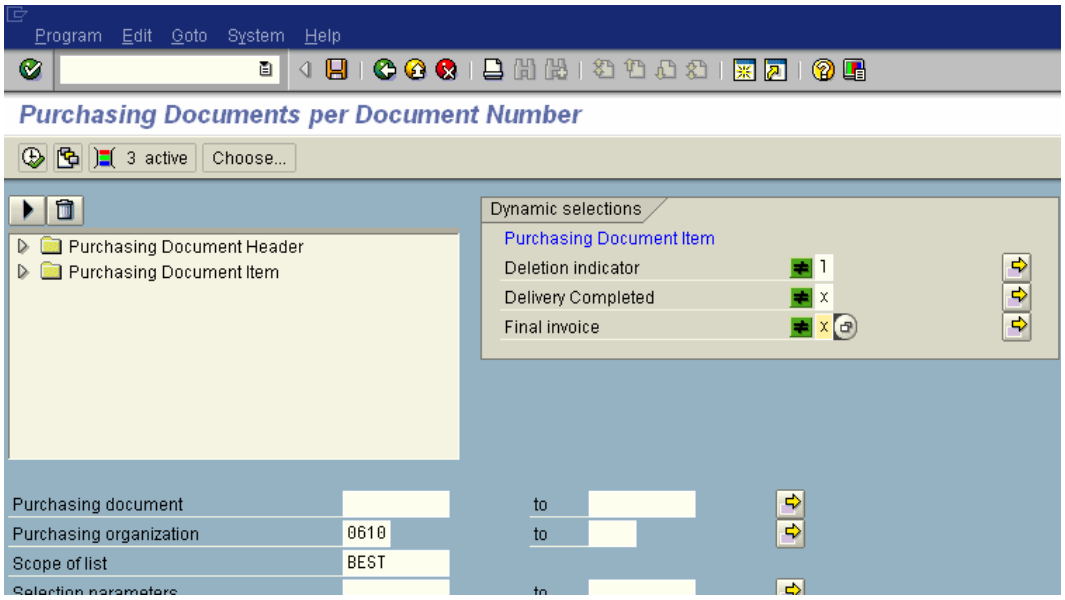
Setting Report Selection Variants

When you select a report, you may put in the business area, cost center, or other information to narrow down the selection. You can save this information in a variant to avoid having to enter it every time you run the report. When you get ready to run the report, you can select your variant and the information will be entered for you.

Enter the information that you would normally use to select the report.

This example uses the complex dynamic selection needed to display purchasing documents that do not have deletion indicator, delivery completed, or final invoice set. Note the 3 active dynamic selections. A selection has also been made for purchasing organization.

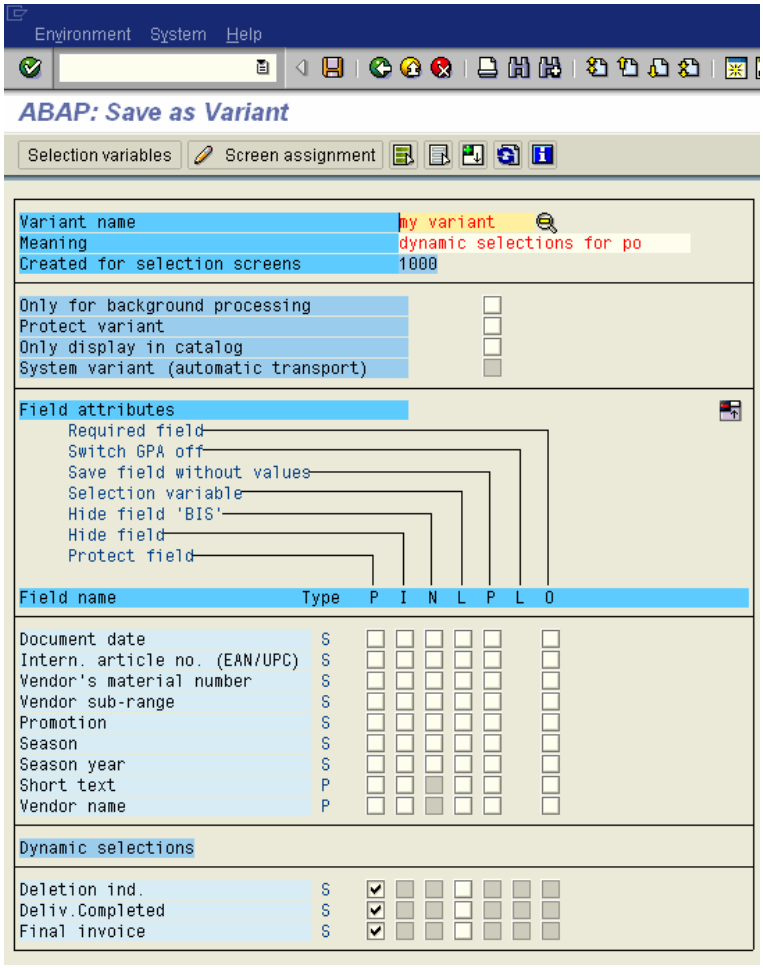
Instead of executing the report as you normally would, click the save button in the selection screen.



Name the variant and give it a description.

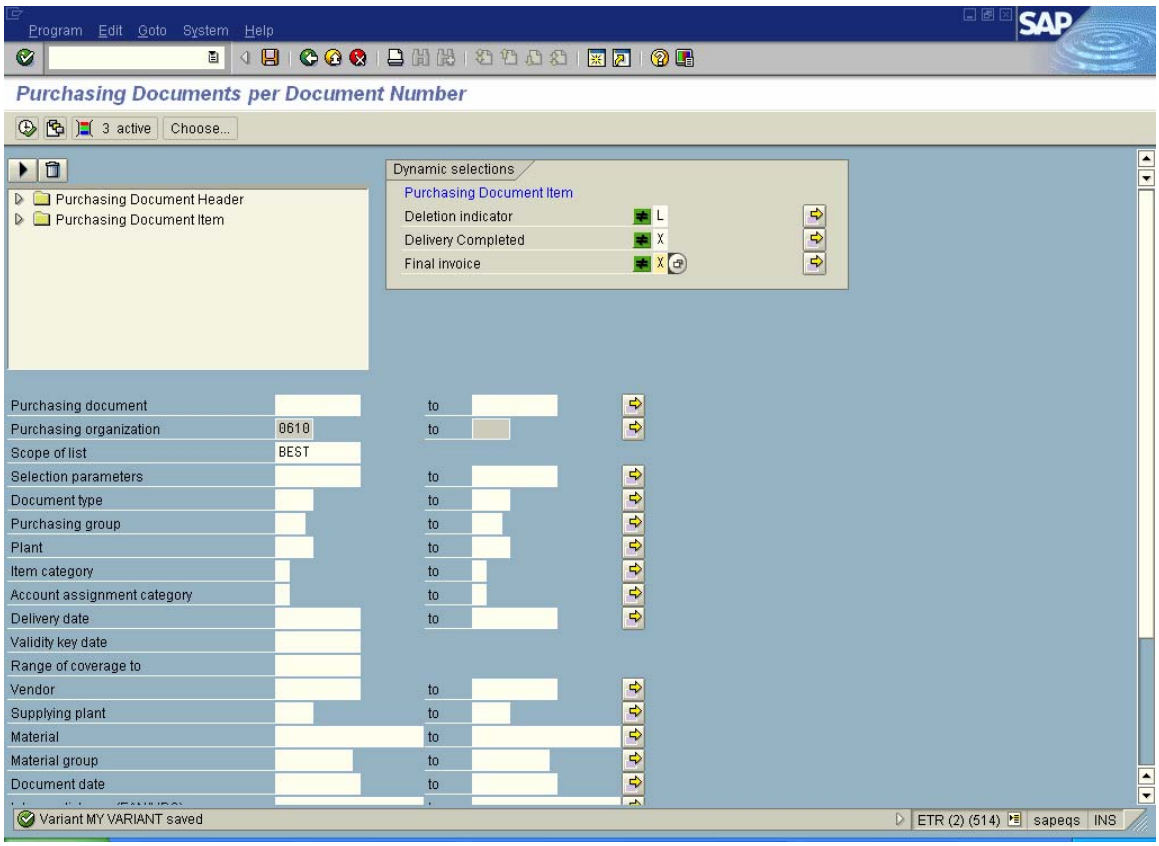
Click the checkboxes for the items that you want to save.

Click the save button again.

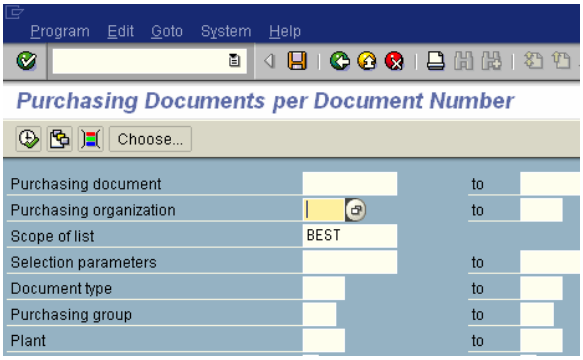


AASIS returns you to the selection screen with the message:

“Variant saved”.

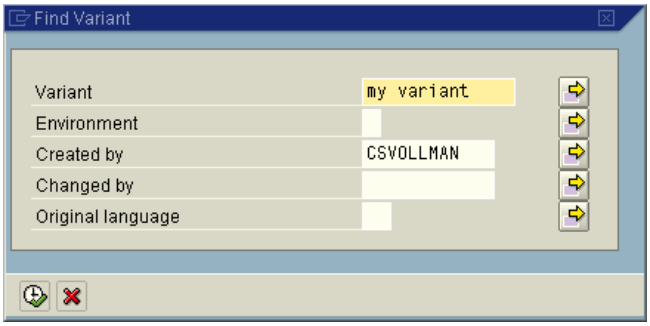


To retrieve the variant, call up the selection screen and click the get variant button.

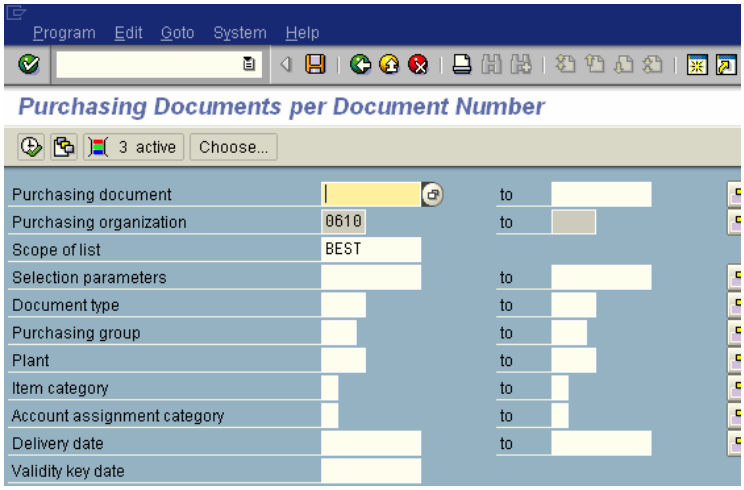


Type in the name of the variant, or search for variants created by you.

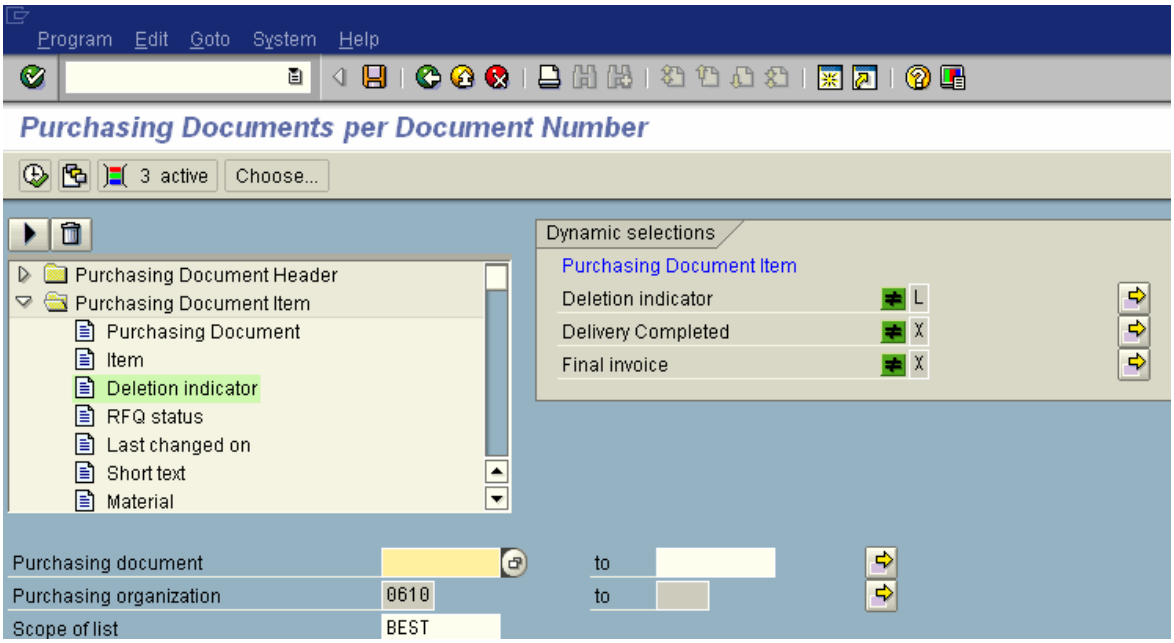
Click the execute button.



The information that you saved as a variant is entered.



Note that the information that you saved is now grayed out and can't be changed while this variant is selected.



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